

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes after careful consideration regarding my professional growth and career aspirations. Unfortunately, I feel that the opportunities for advancement and skill enhancement within the company have not aligned with my goals.

I truly appreciate the experiences I have gained during my time at [Company's Name] and the support from my colleagues. I hope to maintain our professional relationship moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]