

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 as Marketing [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from today's date].

This decision was not easy and involved considerable thought, but I have decided to pursue a different career path that aligns more closely with my long-term goals. I am grateful for the opportunities and experiences I have gained during my time here.

Thank you for your support and guidance throughout my tenure. I hope to maintain our professional relationship in the future.

Sincerely,

[Your Name]