

[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 a Technical Support Specialist at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

My time at [Company's Name] has been both invaluable and rewarding. I appreciate the opportunities for professional growth and the supportive team environment. However, after careful consideration, I have decided to pursue a new direction in my career.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively in the coming weeks.

Thank you for the guidance and support during my time at [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]