

[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 two weeks from today, [Last Working Day]. This decision was not easy, but I have accepted another opportunity that I believe aligns better with my career goals.

I want to express my gratitude for the support and opportunities I have received during my time here. I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties before my departure.

Thank you once again for the chance to be a part of [Company's Name]. I hope to stay in touch and wish you and the team continued success.

Sincerely,

[Your Name]