

[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].

After careful consideration, I have decided to pursue an opportunity that aligns with my long-term career goals. This decision was not easy, as I have greatly enjoyed my time at [Company's Name] and am grateful for the opportunities for professional growth and development that I have received.

I sincerely appreciate the support, mentorship, and encouragement from you and my colleagues. The experiences I have gained here will undoubtedly contribute to my future success.

Please let me know how I can assist during this transition. I intend to make the handover process as smooth as possible.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Warm regards,

[Your Name]