

[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].

It has been an incredible experience working here, and I appreciate all the support I have received during my time. Recently, I was presented with a promotion opportunity that aligns closely with my career aspirations. After careful consideration, I have decided to pursue this new direction.

I am committed to ensuring a smooth transition and will assist in any way possible during my remaining time. Please let me know how I can help during this transition period.

Thank you once again for the invaluable experience and support. I hope to stay in touch and wish [Company's Name] all the best in the future.

Sincerely,

[Your Name]