

[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]. This decision comes after careful consideration following my recent promotion and the subsequent direction of my career.

While I am grateful for the opportunity to grow within the company and appreciate the support you and the team have provided, I have decided to pursue a new path that aligns with my long-term career aspirations.

I want to express my sincere gratitude for the opportunities I have had at [Company's Name]. I am proud to have been a part of such a dynamic team and will carry the valuable experiences with me into my next chapter.

I am committed to ensuring a smooth transition during my remaining time and will do everything I can to hand over my responsibilities effectively.

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

Sincerely,

[Your Name]