

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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]. I have successfully reached the objectives set for the project, and I believe it is the right time for me to pursue new opportunities.

I am grateful for the support and opportunities I have received during my time here. I have enjoyed working with the team and contributing to our goals.

Please let me know how I can assist during the transition period. I hope to keep in touch, and I wish [Company's Name] continued success in future projects.

Thank you for everything.

Sincerely,

[Your Name]