

[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]. After the successful completion of the [Project Name] project, I have decided to pursue new opportunities that align more closely with my career aspirations.

It has been a privilege to work with such a talented team, and I am grateful for the support and guidance I have received during my time here. I will ensure a smooth transition of my responsibilities in the coming weeks.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish the company continued success in the future.

Sincerely,

[Your Name]