

[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 of my professional goals, as I wish to focus on my business development endeavors. I am excited about this new direction and the opportunities it represents.

I am grateful for the support and experiences I've gained while working here. I would like to ensure a smooth transition and am happy to assist in this process during my remaining time.

Thank you once again for the opportunities for growth and learning. I wish the company continued success.

Sincerely,

[Your Name]