

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, typically two weeks from the date above].

After careful consideration and recent feedback regarding my professional satisfaction, I have decided to pursue new opportunities that align more closely with my career goals and values.

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. The experiences I've gained and the relationships I've built have greatly contributed to my professional growth.

I am committed to ensuring a smooth transition and will do my best to wrap up my duties and assist in transferring my responsibilities.

Thank you once again for your support and understanding. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]