

[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 was not made lightly and comes after careful consideration of my career path.

I want to take this opportunity to express my heartfelt gratitude for the mentorship and support I have received during my time at [Company's Name]. Your guidance has been invaluable to my professional growth, and I will always cherish the lessons I've learned under your leadership.

Thank you once again for everything. I hope to stay in touch and wish you and the team all the best in the future.

Sincerely,

[Your Name]