

[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].

After careful consideration, I have decided to pursue a new career path that aligns more closely with my long-term goals. This was not an easy decision, as I have greatly enjoyed working at [Company's Name] and appreciate the opportunities I have been given during my time here.

I am committed to making this transition as smooth as possible and will do everything I can to ensure that my responsibilities are handed over effectively.

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

Sincerely,

[Your Name]