

[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 easy, but I have decided to pursue opportunities that offer more competitive compensation.

I have enjoyed working with you and the team, and I am grateful for the support and opportunities I have received during my time here. I hope to maintain our professional relationship moving forward.

Thank you for understanding my decision. I will ensure that all my responsibilities are managed as smoothly as possible before my departure.

Sincerely,

[Your Name]