

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, ZIP Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes after considerable thought, as I have decided to embark on a journey of self-discovery. I believe this personal journey is essential for my growth and well-being.

I am truly grateful for the opportunities I have had during my time at [Company Name]. Working with such a talented team has been incredibly rewarding, and I will cherish the experiences and friendships I have formed here.

I will ensure a smooth transition by completing my current responsibilities and assisting in training my replacement if necessary. Please let me know how I can help during this transition period.

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

Sincerely,
[Your Name]