

[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 comes after a great deal of reflection and consideration of my personal and professional aspirations.

Throughout my time at [Company's Name], I have gained invaluable experiences and skills, for which I am truly grateful. However, I feel a strong pull towards exploring transformative personal experiences that will aid in my growth and self-discovery. I believe that stepping away from my current role is essential for me to embark on this new journey.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you for the support and opportunities you have provided me while at [Company's Name]. I hope to keep in touch and look forward to reconnecting in the future.

Sincerely,

[Your Name]