

[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]. This decision did not come easily, as my time here has been exceptionally rewarding and full of invaluable experiences.

After careful consideration, I have decided to pursue [briefly describe the new opportunity or growth you are pursuing, e.g., "a role that offers greater challenges and opportunities for professional development"]. I believe this move aligns with my long-term career goals and personal aspirations.

I am immensely grateful for the support, mentorship, and growth I have experienced during my tenure at [Company's Name]. I have learned so much and have found great joy in collaborating with such a dedicated team. I will cherish these experiences and look forward to staying in touch.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you for the opportunities for growth and development that you have provided me. I look forward to embracing new challenges, and I hope to keep in touch in the future.

Sincerely,

[Your Name]