

[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 an easy one, but after careful consideration, I have decided to pursue an opportunity that I believe will enhance my career prospects significantly.

Working at [Company's Name] has been a valuable experience, and I truly appreciate the support and guidance I have received during my time here. I am grateful for the opportunities to develop my skills and grow within the team.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for everything. I hope to keep in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]