

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]. I have recently completed my training and have decided to pursue other opportunities that align more closely with my career goals.

Thank you for the support and guidance I received during my time at [Company's Name]. I appreciate the opportunities for professional growth and the teamwork I've experienced.

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

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,

Your Name