

[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 has not come easily, but after much reflection, I have realized that in order to pursue personal fulfillment and growth, I must take this step. While I have appreciated the opportunities for development and the support I've received during my time here, I believe that it is time for me to explore new paths that align more closely with my aspirations and values.

Thank you for the guidance and encouragement you've provided, which has contributed to both my professional and personal growth. I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities before my departure.

I wish you and the team all the best in the future.

Sincerely,  
[Your Name]