

[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 as a result of recent management changes within the company, which have led me to reevaluate my career path and professional goals. I believe it is in my best interest to pursue new opportunities that align more closely with my aspirations.

I want to express my gratitude for the support and guidance I have received during my time at [Company's Name]. Working with the team has been a valuable experience, and I appreciate the opportunities for personal and professional growth.

I am committed to ensuring a seamless transition and will do everything I can to wrap up my duties and assist in training my replacement if needed.

Thank you once again for your understanding. I wish you and the company continued success in the future.

Sincerely,

[Your Name]