

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Due to recent adjustments in my job role that significantly alter the responsibilities and expectations that I had initially accepted, I feel that it is in my best interest to pursue other opportunities that align more closely with my career goals and aspirations.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have enjoyed working with the team and appreciate the support provided throughout my tenure.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in a good place and ensure a smooth handover.

Thank you for your understanding. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]