

[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]. This decision was not easy and required deep reflection as I have greatly appreciated the opportunities and support I have received during my time here.

However, I feel that I have reached a point where I need to seek greater challenges to further my career. While I am grateful for my experience at [Company's Name], I believe that it is time for me to pursue new opportunities that align with my career aspirations.

I am committed to ensuring a smooth transition and will do my best to hand off my responsibilities effectively over the remaining time. I appreciate the chance to have worked with such a talented team and wish the company continued success.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]