

[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 was not an easy one, but I believe it is necessary for my personal development and growth.

During my time at [Company's Name], I have learned and experienced a great deal. I am truly grateful for the opportunities to further develop my skills and nurture my career. However, I feel that it is time for me to explore new challenges that will help me grow both personally and professionally.

Thank you for your guidance and support throughout my tenure. I appreciate all the opportunities provided to me and I will carry the lessons learned into my future endeavors.

I wish you and the team all the best, and I hope to maintain our connections moving forward.

Sincerely,

[Your Name]