

[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].

After careful consideration of the recent leadership adjustments within the company, I have decided it is in my best interest to pursue new opportunities that align more closely with my career goals and values.

I am truly grateful for the support and experiences I have gained during my time at [Company's Name]. I have enjoyed working with my colleagues and appreciate the opportunities I've had for professional development.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]