

Your Name

Your Address

City, State, Zip Code

Your Email

Your 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 changes in management, I have decided that it is in my best interest to pursue other opportunities that align better with my career goals and values.

I appreciate the opportunities I have had while working with the team and thank you for the support during my time here.

Wishing you and the company continued success.

Sincerely,

Your Name