

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration and in light of the recent changes to our leadership team, I have decided to pursue new opportunities that align more closely with my professional goals and values. I appreciate the experiences I've gained during my time here, and I am grateful for the support and guidance provided by you and the team.

During my remaining time, I am committed to ensuring a smooth transition and will assist in any way I can to hand over my responsibilities.

Thank you once again for the opportunities and support. I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]