

[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 comes after much consideration, particularly in light of [Colleague's Name]'s recent departure and the changes it brings to the team dynamics.

Working alongside [Colleague's Name] has been an incredible experience, and I have greatly valued our collaboration. However, this transition has prompted me to reflect on my own career path and aspirations.

I am committed to making this transition as smooth as possible and will do my utmost to wrap up my duties during the notice period. I hope to leave my responsibilities in good order for my successor.

Thank you for the opportunities and support I have received during my time at [Company's Name]. I wish the team all the best in the future.

Sincerely,

[Your Name]