

[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 two weeks from today, [Last Working Day].

After much consideration, I have decided to pursue a new direction in my career. This decision comes with a mix of emotions, as my time at [Company's Name] has been extremely fulfilling. I am grateful for the opportunities for growth and development I have received.

While I look forward to the new challenges that lie ahead, I will always carry with me the valuable experiences and memories made during my time here. I appreciate your support and understanding as I make this transition.

During my remaining time, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]