

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]. After much introspection, I have come to the conclusion that it is time for me to explore new opportunities that align more closely with my personal and professional growth.

Thank you for everything. I hope to stay in touch as I move forward in my career.

Sincerely,
[Your Name]