

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 follows a year of personal exploration and reflection that has led me to conclude that it is time for me to pursue new challenges and opportunities.

I am incredibly grateful for the support and guidance I have received during my time here. Working alongside such talented individuals has been a truly enriching experience, and I will carry the lessons learned with me as I move forward.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in a condition that ensures the continued success of the team.

Thank you once again for the opportunities and support.

Sincerely,

[Your Name]