

[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 was not made lightly, but I have decided to relocate for a new opportunity that aligns with my career advancement goals.

I am incredibly grateful for the support and opportunities I've received during my time at [Company's Name]. Working with such a talented team has been a fulfilling experience, and I appreciate the guidance and encouragement I've received.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities and train my replacement if needed.

Thank you once again for the chance to be a part of [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]