

[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 has not come easily, but I believe it is necessary for my professional growth and development.

During my time at [Company's Name], I have gained invaluable experience and skills that I will carry forward in my career. I am truly thankful for the support and opportunities provided to me.

However, after careful consideration, I have decided to pursue an opportunity that aligns more closely with my career aspirations and goals.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time.

Thank you once again for the support and guidance you have offered during my tenure at [Company's Name]. I hope to keep in touch in the future.

Sincerely,

[Your Name]