

[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].

After much consideration, I have come to the conclusion that my potential has not been fully realized in my current role. I believe that it is important for me to seek opportunities that align more closely with my aspirations and professional goals.

I appreciate the experiences I have gained during my time here and the support from my colleagues and management. I hope to leave on good terms and look forward to staying in touch in the future.

Thank you for your understanding.

Sincerely,

[Your Name]