

[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].

During my time at the company, I have appreciated the opportunities to learn and grow professionally. However, I have come to the realization that my current role does not offer the growth avenues I anticipated. After careful consideration, I believe it is in my best interest to pursue new opportunities that align more closely with my career goals.

I am committed to ensuring a smooth transition and will gladly assist in handing over my responsibilities during my remaining time here.

Thank you for your guidance and support during my time at [Company's Name]. I look forward to staying in touch in the future.

Sincerely,

[Your Name]