

[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 an easy one and involved considerable thought. However, after receiving a lucrative job offer from a competitor, I feel that this new opportunity aligns more closely with my career goals and aspirations.

I genuinely appreciate the opportunities I have had at [Company's Name] and the support I have received from you and my colleagues. I am grateful for the experiences I've gained and the skills I've developed during my time here.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. I am happy to assist in training my replacement and wrapping up any pending projects.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]