

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not been easy and comes after careful consideration of my career path.

I've been offered an opportunity to advance my career with a competitor in a role that aligns with my professional goals and aspirations. I am excited about this new chapter in my career, although I will certainly miss the team and the wonderful experiences I've had at [Company Name].

I want to express my gratitude for the support and opportunities I've received during my time here. I have learned so much and will take these valuable experiences with me into my future endeavors.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively in the coming weeks.

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

Sincerely,
[Your Name]