

[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 made lightly, but I have accepted a compelling opportunity with [Competitor's Name] that aligns closely with my career goals. I am truly grateful for the opportunities I have had here and the support from you and my colleagues.

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

Thank you once again for the guidance and opportunities I've received during my time at [Company's Name]. I hope to stay in touch.

Sincerely,

[Your Name]