

[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, but after careful consideration, I have accepted a position with a competing organization that will offer me a new set of challenges and opportunities for growth.

I want to express my sincere gratitude for the support and opportunities I have received during my time at [Company's Name]. I have greatly appreciated my experiences and the chance to work with such a talented team.

I will do everything possible to ensure a smooth transition, including completing my current tasks and assisting in the handover process. Please let me know how I can help during this transition period.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch in the future and wish everyone the best.

Sincerely,

[Your Name]