

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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, as I have truly enjoyed working alongside you and the team. However, after careful consideration, I have accepted an offer for a position with [New Company's Name], which presents an exciting opportunity for my professional growth.

I am grateful for the support and opportunities I have received during my time at [Company's Name]. I have learned so much and appreciate the chance to work on significant projects that have contributed to my development.

Please let me know how I can assist during the transition period. I hope to keep in touch, and I wish [Company's Name] continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]