

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 come easy, but after careful consideration, I believe it is time for me to pursue new opportunities that align with the advancements within our industry. I have deeply appreciated the experiences and growth I have achieved during my time here.

Please let me know how I can assist during the transition period. I hope to maintain our professional relationship as I move forward.

Thank you once again for the opportunity to be a part of [Company Name]. I wish you and the team all the best in the future.

Sincerely,
[Your Name]