

[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 comes after much consideration, as I have decided to shift my professional focus towards [briefly explain your new focus, e.g., "pursuing a career in digital marketing."]

I want to express my gratitude for the opportunities I have had at [Company Name]. The experiences and skills I have gained here have been invaluable, and I appreciate the support from you and the team during my time.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities before my departure. Please let me know how I can help during this transition.

Thank you once again for everything. I hope to keep in touch, and I wish the company continued success.

Sincerely,

[Your Name]