

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 easily, but after careful consideration, I have decided to pursue a new career direction that aligns more closely with my long-term goals and aspirations.

I am truly grateful for the opportunities I have had during my time at [Company Name]. The experiences I have gained and the relationships I have built here will always hold a special place in my heart.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in a solid state for my successor.

Thank you once again for your support and understanding. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]