

[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 did not come lightly, as my time with the company has greatly contributed to my professional development.

However, I have decided to pursue an opportunity that I believe will allow me to grow further in my career and develop new skills that align more closely with my professional goals.

I want to express my gratitude for the support and opportunities I have received during my time at [Company's Name]. I appreciate the mentorship and knowledge shared by my colleagues, which has been invaluable to my growth.

I am committed to ensuring a smooth transition and will do everything I can to pass on my responsibilities before my departure.

Thank you once again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]