

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]. I have accepted an ideal position that aligns perfectly with my career goals.

I want to express my gratitude for the opportunities I've had during my time at [Company Name]. I appreciate the support and guidance you've provided me.

Please let me know how I can assist during the transition. I hope to keep in touch, and I wish [Company Name] all the best in the future.

Thank you once again.

Sincerely,
[Your Name]