

[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 was not easy and required considerable thought. However, I have decided to pursue an opportunity that aligns more closely with my professional goals and aspirations for growth.

I am deeply grateful for the opportunities I have had while working at [Company's Name]. The support and experiences gained here have contributed significantly to my professional evolution, and I will always appreciate the time spent with my colleagues and the invaluable lessons learned.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure.

Thank you once again for your leadership and support during my tenure. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]