

[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, but after much consideration, I believe it is the right step for my personal growth and professional aspirations.

Throughout my time at [Company's Name], I have had the opportunity to develop valuable skills and work with an incredible team. I am deeply grateful for the support and guidance provided to me during my tenure. As I look to the future, I am eager to pursue opportunities that align with my long-term goals in [specific area of interest or industry].

While I am excited about my next chapter, I will miss my colleagues and the collaborative environment here. I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities effectively.

Thank you once again for the support and opportunities I have received at [Company's Name]. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]