

[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].

Recent changes in team dynamics have led me to reevaluate my role and career path within the company. After considerable thought, I believe it is in my best interest to pursue new opportunities that align more closely with my personal and professional goals.

I am grateful for the opportunities I have had while working at [Company's Name] and appreciate the support and guidance during my time here. I am committed to ensuring a smooth transition and will do everything I can to assist with the handover process.

Thank you for your understanding. I hope to keep in touch and wish the team continued success.

Sincerely,

[Your Name]