

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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].

After careful consideration, I have decided to pursue new opportunities that align more closely with my career goals, particularly in light of the recent evolving market strategies within our industry. I believe it is the right time for me to make this transition.

I am truly grateful for the opportunities I have had at [Company's Name], and I appreciate your support during my tenure. I have learned a great deal and will always value the time spent with the team.

I am committed to ensuring a smooth transition over the coming weeks and will do everything I can to hand over my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the company continued success in the future.

Sincerely,

[Your Name]