

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 it comes after careful consideration of my career goals and personal aspirations.

It has been an incredible experience working at [Company's Name]. I have learned so much and made lasting relationships that I value deeply. I appreciate the opportunities for professional and personal development that you have provided me during my time here.

Although I am moving on, I hope to maintain our connection. I genuinely look forward to staying in touch and exploring potential opportunities to collaborate in the future. Please feel free to reach out anytime at my personal email [Your Email] or my phone [Your Phone Number].

Thank you once again for everything, and I wish [Company's Name] continued success.

Sincerely,

[Your Name]