

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision comes after careful consideration of the recent innovations within our sector that have prompted me to explore new opportunities aligned with my career goals.

Throughout my time at [Company Name], I have greatly appreciated the support and opportunities for growth you have provided me. It has been rewarding to be part of a team that embraces innovation and creativity.

As the industry evolves, I believe it is imperative for me to take the next step in my professional journey, allowing me to further develop my skills and adapt to the changing landscape.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the opportunities I have had at [Company Name]. I look forward to staying in touch.

Sincerely,

[Your Name]