

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 resign due to the recent sector transformations impacting my role and career path. I believe this decision aligns with my professional goals and aspirations.

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. It has been a privilege to work with such a talented team, and I appreciate all the support and encouragement from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]