

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].

This decision comes after thoughtful consideration of the recent changes and evolution within our industry. As I have reflected on my career path and future aspirations, I believe it is necessary for me to seek new opportunities that align more closely with the direction the industry is heading.

I want to express my gratitude for the opportunities I have had at [Company's Name]. It has been a privilege to work alongside such a talented team, and I am thankful for the support and guidance provided to me during my time here.

I am committed to ensuring a smooth transition and will do everything possible to complete my responsibilities and assist in the handover process during my notice period.

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

Sincerely,

[Your Name]