

[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]. Working at [Company's Name] has provided me with valuable experience and I am grateful for the opportunities I have had during my time here.

After careful consideration, I have decided to pursue opportunities in a different industry that align more closely with my long-term career goals. This decision was not easy, as I have enjoyed working with you and the team. I am committed to making this transition as smooth as possible and will do everything necessary to hand off my responsibilities effectively.

Thank you once again for your support and guidance. I hope to stay in touch and look forward to hearing about the continued success of [Company's Name].

Sincerely,

[Your Name]