

[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 date above]. This decision was not an easy one and involved considerable thought.

Recently, I have received several offers from outside organizations that present new challenges and opportunities for my career growth. After careful consideration, I believe that accepting one of these offers is in my best interest at this time.

I want to express my sincere gratitude for the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I truly appreciate the support and guidance I've received from you and the team.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure. Please let me know how I can assist during this transition period.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]