

[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]. This decision was not easy and took a lot of consideration. However, I believe it is time for me to pursue new challenges and opportunities that align more closely with my aspirations.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have learned a great deal and have had the privilege of working alongside a talented and supportive team. I cherish the experiences and relationships I've built here.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and hand off my responsibilities effectively in the coming weeks.

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

Sincerely,

[Your Name]