

[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 made lightly and involves a lot of contemplation regarding my long-term ambitions.

Over the years at [Company's Name], I have grown significantly both personally and professionally. However, I have realized that to achieve my long-term career goals, it is time for me to explore new opportunities that align more closely with my future aspirations.

I am committed to ensuring a smooth transition during my remaining time here and will do everything I can to hand over my responsibilities effectively.

Thank you for the support and guidance you have provided during my tenure at [Company's Name]. I appreciate the opportunities for growth and development that have shaped my career thus far. I look forward to keeping in touch and hope to cross paths in the future.

Sincerely,

[Your Name]