

[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, as I have enjoyed my time here and truly appreciate the opportunities for growth and development that this role has provided me. Working alongside such talented colleagues has been an invaluable experience.

As I look toward the future, I am excited to pursue new opportunities that align with my aspirations in [specific field or industry]. I believe this next step will challenge me and allow me to further develop my skills.

Thank you once again for your mentorship and support. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]