

[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].

This decision comes after much contemplation regarding my career growth and future aspirations. My time at [Company's Name] has been instrumental in my professional development. I have learned and grown immensely, thanks to the supportive team and the opportunities provided to me.

However, I believe it is time for me to pursue new challenges that can further enhance my skills and align with my long-term career goals. I am grateful for the experiences I've had here and the relationships I have built.

I will do everything possible to ensure a smooth transition during my remaining time, including training a replacement, and I hope to leave my responsibilities in good order.

Thank you again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]