

[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 comes after careful consideration of my future professional commitments and personal goals. I have accepted a position that aligns more closely with my long-term aspirations.

I am truly grateful for the opportunities I have had while working at [Company's Name]. I have learned and grown immensely during my time here, and I will always cherish the experiences with my colleagues and the company.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for the support and guidance during my tenure. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]