

[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 as a result of the ongoing evolution within the business, which I believe is steering my career in a different direction.

Working at [Company's Name] has been a valuable experience, and I am grateful for the opportunities and support I have received during my tenure. I have learned and grown immensely, thanks to my wonderful colleagues and the dynamic environment here.

During my remaining time, I am committed to ensuring a smooth transition by completing current projects and training my replacement if necessary. Please let me know how I can assist in this process.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and wish the business continued success in its evolution.

Sincerely,

[Your Name]