

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 easy and took a lot of consideration, but I have decided to pursue new opportunities that align with my career goals.

I am grateful for the support and opportunities I have received during my time at [Company's Name]. I have enjoyed working with you and the team, and I appreciate the professional growth and experiences I have gained here.

During my remaining time, I will do my best to ensure a smooth transition and assist in handing off my responsibilities. Please let me know how I can help during this period.

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

Sincerely,

[Your Name]