

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 was not an easy decision, as my time here has provided me with invaluable experiences and skills.

After careful consideration, I have decided to pursue a new opportunity in [New Industry/Field]. I believe this is the right decision for my professional growth and personal development. I am excited about this new chapter but will always cherish my time at [Company's Name].

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in handing over my responsibilities before my departure.

Thank you for the support and opportunities that you have provided during my time with [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]