

[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 made lightly but comes as a result of my desire to pursue new career advancement opportunities that align with my long-term professional goals.

I am incredibly grateful for the opportunities for growth and the support I have received during my time at [Company's Name]. I have learned a great deal and have enjoyed working alongside such a talented team. I will ensure that all my responsibilities are transitioned smoothly and am willing to assist in the training of my replacement.

Thank you once again for the support and guidance you have provided. I hope to stay in touch, and I look forward to the possibility of crossing paths again in the future.

Sincerely,

[Your Name]