

[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]. I have decided to pursue a new opportunity that aligns more closely with my career goals. I am grateful for the learning experiences and support I have received during my time here, and I appreciate the opportunities I have had to grow both personally and professionally.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively in the coming weeks.

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]