

[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 hope this message finds you well. 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 recently been presented with an opportunity that aligns more closely with my career goals and aspirations. This decision was not easy, as I have thoroughly enjoyed working with you and the team.

I am grateful for the support and opportunities I have received during my time at [Company's Name]. I appreciate your guidance and mentorship, and I will carry the valuable experiences with me into my future endeavors.

I am committed to ensuring a smooth transition and am willing to assist in the handover process during my remaining time here.

Thank you once again for everything. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,  
[Your Name]