

[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 recently been presented with an opportunity that aligns more closely with my career goals and aspirations, and after careful consideration, I have decided to pursue this path. This decision was not easy, as my time at [Company's Name] has been incredibly rewarding. I am truly grateful for the support, guidance, and opportunities I have received during my tenure here. I appreciate the chance to work with such a talented team and to contribute to the projects we have undertaken together.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,  
[Your Name]