

[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 Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration of my personal growth and career goals. I believe that stepping away from my current role will provide me with the necessary space to explore new opportunities that align with my aspirations.

I am incredibly grateful for the support, guidance, and experiences I have received during my time at [Company Name]. The invaluable lessons and relationships I've built here will always be cherished.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities and assist in handing over my duties. Please let me know how I can help during this time.

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

Warm regards,

[Your Name]