

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company 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 was not easy and took a lot of consideration. However, I have decided to pursue a new opportunity that will help me grow further in my career.

I am grateful for the opportunities I have had at [Company Name] and for the support and encouragement from you and the team. I will do my utmost to ensure a smooth transition 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]