

[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].

After careful consideration, I have decided to pursue a new career opportunity that aligns more closely with my long-term professional goals. This decision was not made lightly, as I am truly grateful for the experiences and support I have received during my time at [Company's Name].

I am committed to ensuring a smooth transition and will do everything in my power to wrap up my responsibilities and assist in the handover process. Please let me know how I can help during this time.

Thank you once again for the opportunities for personal and professional growth that you have provided me. I look forward to staying in touch and hope our paths will cross again in the future.

Sincerely,

[Your Name]