

[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].

This decision was not easy and took a lot of consideration. However, after careful thought, I have decided to pursue a career change that aligns more closely with my long-term goals and aspirations.

I am grateful for the opportunities I have received during my time at [Company's Name]. I appreciate the support and guidance I have received from you and my colleagues, which have greatly contributed to my personal and professional growth.

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

Thank you once again for the opportunity to be part of [Company's Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]