

[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, I have decided to pursue an opportunity that aligns more closely with my career goals and aspirations.

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I am thankful for the support and guidance from you and my colleagues, which has significantly contributed to both my personal and professional growth.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time.

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]