

[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 of this letter].

I have greatly appreciated the opportunities I have had during my time at [Company's Name] and am grateful for the support and guidance I have received. However, after careful consideration, I have decided to pursue a new opportunity that aligns more closely with my career goals.

I am committed to ensuring a smooth transition and will do everything I can to complete my current responsibilities and assist in transferring my duties before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,  
[Your Name]