

[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 hope this message finds you well. I am writing to formally inform you of my decision to transition from my current position as [Your Job Title] at [Company Name]. After careful consideration, I have decided to pursue a new opportunity that aligns with my career goals and aspirations. I want to extend my gratitude for the support and guidance I have received during my time at [Company Name]. Working alongside such a talented team has been an invaluable experience, and I have learned so much.

I am committed to ensuring a smooth transition and will do my best to wrap up my current projects and assist in training my replacement, if necessary. My last day in the office will be [Last Working Day], providing [X weeks] notice as per company policy.

Thank you once again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,
[Your Name]