

[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].

This decision has not been easy, but after careful consideration, I have decided to pursue a new opportunity that aligns more closely with my career goals and aspirations.

I want to express my sincere gratitude for the opportunities I have had at [Company's Name]. I appreciate the support and guidance provided to me during my time here and have greatly enjoyed working with you and the team.

I am committed to making this transition as smooth as possible and will do everything I can to hand over my responsibilities effectively. Please let me know how I can help during this process.

Thank you once again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,  
[Your Name]