

[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, but after careful consideration, I have accepted an outside employment opportunity that aligns with my career goals.

I am grateful for the support and opportunities I have received at [Company's Name]. I appreciate the chance to work with a talented team and to contribute to our projects.

I will do my utmost to ensure a smooth transition and will gladly assist in training my replacement during my remaining time.

Thank you once again for everything. I hope to stay in touch.

Sincerely,

[Your Name]