

[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 am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly enjoyed my time at [Company Name] and appreciate the opportunities I have had to work with such a talented team. However, I have decided to pursue a different path that aligns more closely with my career goals.

Thank you for the support and guidance during my tenure. I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Please let me know how I can assist during this transition period.

Sincerely,

[Your Name]