

[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]. After much consideration, I have decided to pursue a new career opportunity that aligns more closely with my long-term goals and aspirations. This was not an easy decision as I have genuinely enjoyed my time here and appreciate the support and opportunities provided to me. I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities and train my successor during my remaining time at the company.

Thank you for the invaluable experiences and support throughout my tenure. I hope to maintain our professional relationship in the future.

Sincerely,

[Your Name]