

[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 and took a lot of consideration. I have accepted an offer to pursue a new career path that aligns with my long-term professional goals.

I am grateful for the opportunities I have had during my time at [Company's Name], especially [mention any specific experiences or mentorship]. I appreciate the support from my colleagues and the chance to contribute to our team's success.

I will ensure a smooth transition and am happy to assist in transferring my responsibilities.

Thank you once again for everything. I hope to keep in touch in the future.

Sincerely,
[Your Name]