

[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 decided to pursue a different career path that aligns more closely with my long-term goals.

I am grateful for the opportunities I've had during my time at [Company's Name], and I appreciate the support and guidance you and the team have provided. I have learned a great deal and will carry those experiences with me.

I will do my utmost to ensure a smooth transition, including training my replacement and completing any outstanding projects.

Thank you once again for the opportunity to be part of [Company's Name]. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,  
[Your Name]