

[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 hope this message finds you well. 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 careful consideration, I have decided to pursue a new career path that aligns more closely with my long-term goals and aspirations. This was not an easy decision, as I have greatly valued my time at [Company's Name] and have learned so much from my experiences here.

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

Wishing you and the entire team continued success.

Sincerely,

[Your Name]