

[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]. I want to express my gratitude for the opportunities I've had during my time here. I've learned a great deal and appreciate the support I've received from you and my colleagues. However, after careful consideration, I have decided to pursue a new opportunity that aligns more closely with my career goals.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively before my departure. Thank you once again for the experience and support. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]