

[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, two weeks from today].

This decision was not easy, but after careful consideration, I have decided to pursue an opportunity that aligns more closely with my career goals. I am grateful for the support and opportunities I have received during my time at [Company's Name].

I will ensure that all my responsibilities are managed smoothly before my departure, and I am happy to assist in the transition process.

Thank you for understanding, and I hope to stay in touch in the future.

Sincerely,

[Your Name]