

[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 today]. This decision comes as I have accepted an opportunity that aligns more closely with my career goals.

I appreciate the support and opportunities for growth that I've received during my time here. I am committed to ensuring a smooth transition and will assist in any way necessary.

Thank you once again for everything.

Sincerely,
[Your Name]