

[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 [two weeks from today's date].

This decision did not come easily, as I have greatly appreciated the opportunities for professional and personal development during my time here. However, after careful consideration, I have decided to shift my career path toward [briefly explain new career direction or opportunity, if comfortable].

I am committed to ensuring a smooth transition and will do everything possible to complete my responsibilities and assist in the handover process during my remaining time here.

Thank you for your understanding and support regarding my decision. I truly value the experience I gained while working with you and the team. I hope to stay in touch and wish you and the company continued success.

Sincerely,
[Your Name]