

[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 of the letter].

After careful consideration, I have decided to pursue a career change that aligns more closely with my passion and long-term goals. This was not an easy decision, as I have greatly valued my time working with you and the team.

I am grateful for the opportunities for personal and professional growth that I have experienced at [Company's Name]. Thank you for your understanding and support during this transition.

I am committed to making this process as smooth as possible and will do everything I can to wrap up my responsibilities before my departure.

Thank you once again for the support and guidance. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]