

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. After careful consideration, I have decided to pursue a new career opportunity that aligns more closely with my long-term professional goals. This decision was not made lightly, as I have genuinely enjoyed working with you and the rest of the team during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively in the coming weeks.

Thank you for the support and opportunities for growth you have provided me during my tenure at [Company Name]. I appreciate everything I've learned and the relationships I've built here.

Sincerely,  
[Your Name]