

[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 date above]. After careful consideration, I have made the decision to pursue a new career opportunity that aligns more closely with my professional goals and aspirations. This was not an easy decision, as I have truly enjoyed working with you and the team.

I am committed to ensuring a smooth transition and will do everything possible to complete my responsibilities and assist in the handover of my duties over the next few weeks.

Thank you for the support, guidance, and opportunities for personal and professional growth that you have provided me during my time at [Company's Name]. I sincerely appreciate it and hope to stay in touch in the future.

Wishing you and the team continued success.

Sincerely,
[Your Name]