

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have enjoyed working at [Company's Name] and appreciate the opportunities for personal and professional development that I have received during my time here. However, after careful consideration, I have decided to pursue a new opportunity that will allow me to further grow my career.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities to a suitable replacement during my remaining time.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]