

[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 above]. This decision was not easy and took a lot of consideration. However, I believe it is in my best interest to pursue new opportunities that align with my career goals.

I am grateful for the opportunities for personal and professional development I have received during my time here. I appreciate your guidance and support, and I will always value the experiences I've gained while working with such a talented team.

I am committed to making this transition as smooth as possible. I will ensure that all my responsibilities are up to date and will assist in training my replacement as needed.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I wish you and the company continued success in the future.

Sincerely,
[Your Name]