

[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].

I have enjoyed my time working with the team and appreciate the opportunities I have had to grow and contribute to our projects. However, I have decided to pursue a new opportunity that aligns more closely with my career goals.

I am committed to ensuring a smooth transition and will gladly assist in the handover of my responsibilities during my remaining time.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]