

[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]. I have greatly appreciated the opportunity to work with you and the team. However, after careful consideration, I have decided to pursue a new opportunity that aligns with my career goals.

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

Thank you once again for the support and opportunities I have received during my time at [Company Name]. I hope to stay in touch in the future.

Sincerely,
[Your Name]