

[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]. This decision was not an easy one, but after careful consideration, I have decided to pursue a new career path that aligns more closely with my personal and professional goals. I am genuinely grateful for the opportunities I have had at [Company Name], and I appreciate the support and guidance from you and the entire team during my time here.

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 if needed.

Thank you once again for everything. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]