

[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 easy and involved a lot of consideration, as I have enjoyed working with you and being part of the team. However, I have decided to pursue a career change that aligns more closely with my long-term goals.

I am grateful for the opportunities I had at [Company Name] and for the support you and my colleagues have provided. I will do my best to ensure a smooth transition and to assist in handing off my responsibilities. Thank you once again for everything. I hope to stay in touch and wish the team continued success in the future.

Sincerely,
[Your Name]