

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Today's 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 today].

I have greatly appreciated the opportunities and support I have received during my time here. After careful consideration, I have decided to pursue a new career path in a different industry in order to further my professional growth.

I am committed to ensuring a smooth transition and am happy to assist as needed during my notice period.

Thank you again for your guidance and encouragement throughout my tenure.

Sincerely,
[Your Name]