

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], as I have decided to pursue a new direction in my career. I am truly grateful for the opportunities, support, and experiences I have gained during my time here, and I appreciate all the guidance I have received from you and the team. Please let me know how I can assist in ensuring a smooth transition during my remaining time. Thank you once again for everything.