

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from [Company's Name], effective [Last Working Day, typically two weeks from the date above]. I want to express my gratitude for the opportunities I have had during my time with the company. I have learned and grown significantly, thanks to your support and guidance, as well as the valuable collaboration of my colleagues.

After careful consideration, I have decided to pursue a new direction that aligns better with my personal and career goals. This decision was not made lightly and comes after a lot of thought and contemplation. I am committed to making this transition as smooth as possible and will do my utmost to ensure that all my current projects are up to date before my departure. I am willing to assist in training a replacement or passing on my responsibilities to colleagues to ensure a seamless handover. Thank you once again for the opportunity to work in such a dynamic and challenging environment. I hope to maintain a positive relationship going forward and am happy to stay in touch.

Please let me know if there is anything specific you would like me to focus on in these final weeks.

Wishing the company continued success in all its endeavors.

Warm regards,

[Your Name]