

Subject: My Decision to Move Forward

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective two weeks from today, on [Last Working Day].

This decision was not made lightly, as my time at [Company Name] has been incredibly rewarding. However, I have decided to pursue new opportunities that align with my personal growth and long-term career goals.

I am truly grateful for the support, guidance, and opportunities I have received here. Working with such a talented team has been an inspiring experience, and I have learned invaluable lessons that I will carry with me throughout my career.

I am committed to ensuring a smooth transition and will do everything possible to complete outstanding projects and train my successor.

Thank you once again for the opportunities and encouragement. I hope to stay in touch, and I look forward to seeing how [Company Name] continues to succeed and grow.

Warm regards,

[Your Name]