

[Your Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Manager's Name]
[Title]
[Company Name]

Dear [Manager's Name],

Please accept this letter as formal notification that I am resigning from my position as [Your Job Title], effective [Your Last Working Day].

I have accepted a new opportunity that aligns with my long-term career goals and personal growth requirements. I want to emphasize that my decision is final. I have spent a significant amount of time reflecting on this transition and have already committed to my new employer.

I am aware that it is sometimes common practice to present a counter-offer during the resignation process. However, I would like to pre-emptively respectfully request that no such offer be made. My decision to leave is not based on salary or immediate benefits, but rather on a desire for a different professional direction that I have already secured elsewhere.

I am committed to ensuring a smooth transition during my final [Number] weeks. Please let me know how I can best assist in handing over my current projects and responsibilities to the rest of the team.

I appreciate the opportunities I have had at [Company Name] and wish the team nothing but the best.

Sincerely,

[Your Signature]

[Your Printed Name]