Dear [Manager’s Name],

I am writing to inform you that I have decided to resign from my position as [Your Position] at [Company Name]. My last day of work will be [Last Day of Work].

I want to express my gratitude for the opportunities and experiences I have had while working at [Company Name]. I have learned a great deal during my time here and appreciate the support and guidance provided by my colleagues and superiors.

However, I have come to realise that my current role and the company culture no longer align with my career goals and expectations. I believe that it is in the best interest of both myself and the company for me to move on.

I would like to assure you that I will do everything possible to ensure a smooth transition during my remaining time here. I will also make sure to complete any outstanding projects and handover my responsibilities to my team members.

Please let me know if there is anything else I can do to assist during this transition. I wish you and the company continued success in the future.

Sincerely,

[Your Name]