

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Resignation from Executive Position

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and involved considerable thought. However, I believe it is in the best interest of my career and personal growth. I am grateful for the opportunities I've had at [Company Name] and appreciate the support from you and the team during my tenure.

During the notice period, I am dedicated to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]