

[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 hope this message finds you well. After thoughtful consideration regarding the recent promotion offered to me, I have decided to resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date listed above].

During the transition, I am committed to ensuring a smooth handover of my responsibilities and will gladly assist in training my replacement. Please let me know how I can help during this period.

Thank you once again for everything. I look forward to staying in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]