

[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. I would like to express my gratitude for the opportunity presented to me regarding the promotional advancement suggestion. After careful consideration, I have decided to resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].