

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy, and I appreciate the opportunities and support I have received during my time here.

As I prepare for my departure, I want to ensure a smooth transition for my responsibilities, especially regarding the mentorship of [Mentee's Name]. I propose the following plan to facilitate a seamless handover:

- Schedule joint sessions with [Mentee's Name] to cover key projects and ongoing goals.
- Provide a detailed handover document outlining current tasks, deadlines, and resources available.
- Be available for questions and guidance for [one month/two weeks] after my departure, if necessary.

Thank you once again for the mentorship and experiences I've gained at [Company Name]. I am looking forward to staying connected and hope to cross paths in the future.

Sincerely,

[Your Name]