

[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 am writing to formally resign from my position at [Company's Name], effective [Last Working Day]. This decision was not made lightly, and I am grateful for the opportunities I have had during my time here.

To ensure a smooth transition, I would like to propose a knowledge transfer session where I can share important insights and details regarding my current projects with the team. I believe this will help in addressing any immediate needs and maintaining continuity.

Thank you for your support and guidance throughout my tenure. I look forward to staying in touch and wish the company continued success.

Sincerely,

[Your Name]