

[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]

## **Subject: Resignation from [Your Position]**

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, and I am grateful for the opportunities for professional and personal development that I have received during my time at [Company's Name].

I would also like to request an exit interview to discuss my experiences and provide any feedback that may be helpful for the team and the company.

Thank you once again for the support and guidance. I wish [Company's Name] continued success and hope to stay in touch.

Sincerely,

[Your Name]