

[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 Engineering Position

Dear [Manager's Name],

I am writing to formally resign from my position as an engineer at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one and took a lot of consideration. I genuinely appreciate the opportunities I have had to grow both personally and professionally during my time at [Company's Name]. I am grateful for the chance to work alongside such a talented team and I will always cherish the experiences I've gained.

I am committed to ensuring a smooth transition and will complete my current duties and assist in training my replacement during my notice period.

Thank you once again for the opportunities provided to me. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]