

[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 as a Sales Representative at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, but due to personal reasons, I believe it is the best course of action for me at this time. I am grateful for the opportunities I have had during my time at [Company's Name], and I appreciate the support from you and my colleagues.

I will do my best to ensure a smooth transition and complete any outstanding tasks before my departure. Thank you once again for the opportunity to be part of such a great team.

Sincerely,

[Your Name]