

To: [Manager's Name]

From: [Your Name]

Date: [Today's Date]

Subject: Resignation - [Your Name]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from today].

It has been a pleasure working with you and the team, and I am grateful for the opportunities and experiences I have gained during my time here.

Additionally, I would appreciate the opportunity to participate in an exit interview to share my feedback and insights concerning my experience at [Company Name]. Please let me know a convenient time for this meeting.

Thank you for your understanding. I look forward to staying in touch.

Sincerely,

[Your Name]

[Your Contact Information]