

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a meeting to discuss the terms of my resignation from [Your Position] at [Company's Name], which I submitted on [Date of Resignation Notice].

It is important to me that we have a constructive conversation regarding my transition and any remaining responsibilities to ensure a smooth handover. I would appreciate the opportunity to speak with you at your earliest convenience.

Thank you for your understanding, and I look forward to our discussion.

Sincerely,

[Your Name]