

[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 Letter

Dear [Manager's Name],

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

This decision was not an easy one and took a lot of consideration. However, I believe it is time for me to pursue new opportunities and challenges in my career.

I want to express my gratitude for the opportunity to work with such a talented team in the oil and gas industry. I have greatly enjoyed my time here and appreciate the support I have received during my tenure.

I will do my best to ensure a smooth transition and complete any outstanding tasks before my departure. Please let me know how I can help during this time.

Thank you once again for everything.

Sincerely,

[Your Name]