

[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 Aerospace Engineer at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

It has been a great pleasure working with you and the entire team. I am grateful for the opportunities I've had to grow and contribute to exciting projects during my tenure.

Thank you for your support and understanding. I hope to stay in touch in the future.

Sincerely,

[Your Name]