

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration, following the acceptance of the promotion offer.

I am grateful for the opportunities for growth and development that I have received during my time at [Company Name]. I appreciate your leadership and support, and I am excited about the new challenges ahead.

Please let me know how I can assist in the transition process. I hope to maintain our professional relationship and wish the company continued success.

Thank you once again for everything.

Sincerely,
[Your Name]