

[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 at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. It has been a remarkable journey, and I am proud to have contributed to our outstanding sales results over the past [duration].

Achieving [specific sales achievement or milestone] was a significant highlight of my career, and I am grateful for the support and opportunities provided during my time here. I have learned and grown tremendously, and I will cherish the relationships I've built with the team.

Thank you once again for the opportunities and experiences. I look forward to seeing how [Company's Name] continues to succeed in the future.

Sincerely,

[Your Name]