

[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].

While I appreciate the opportunities I've had during my time here, I believe it is in my best interest to move on to new challenges. I would like to propose settlement negotiations in relation to my resignation, specifically around [mention any relevant issues such as severance pay, unused vacation days, etc.].

I am hopeful we can discuss this matter amicably and reach a mutually beneficial agreement. Please let me know a convenient time for us to meet or discuss this further.

Thank you for your understanding. I look forward to resolving this matter promptly.

Sincerely,

[Your Name]