

[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].

This decision was not easy, and I appreciate the opportunities I have had while working here. I am grateful for the support and guidance provided during my time at [Company's Name].

To ensure a smooth transition, I am happy to assist in the handover of my responsibilities. Additionally, I would like to request an exit interview to discuss my experiences and provide any feedback that may help improve the workplace.

Thank you once again for the opportunities presented to me. I look forward to staying in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]