

[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 current position of [Your Current Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have accepted a promotional position at [New Company or Position] which aligns with my career goals.

I want to express my gratitude for the opportunities I have had at [Company's Name]. I have greatly enjoyed working with my team and appreciate the support and encouragement I have received.

Please let me know how I can assist during this transition period.

Thank you again for everything.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]