

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

[Manager's Name]

DXL Group, Inc.

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at DXL, effective [Last Working Day, typically two weeks from the date of the letter].

I am grateful for the opportunities I have had during my time at DXL and appreciate the support from you and my colleagues. I have enjoyed working here and have learned a great deal.

Please let me know how I can assist during the transition.

Thank you once again for the opportunity to be a part of DXL.

Sincerely,

[Your Name]