Today’s Date

Manager's Name
Manager's Title
Company Name

Dear Mr./Ms. Manager:

This letter is to notify you that I am resigning from [Company Name] as a mechanical engineer. [Date] will be my last day of employment.

This wasn’t an easy decision, because I am grateful for the rewarding employment I’ve had with [company name]. But after long hours of consideration, my decision is now final and I have accepted a position with another company.

Please contact me if I can make the transition process proceed more smoothly.

Yours respectfully,

Your signature
Your typed name