

Today's Date

Your Manager's Name

Manager's Title

Company Name

Dear Mr./Ms. Manager:

This is to inform you that I have accepted a position in another company. Therefore, I would like to offer my resignation dated [date].

I appreciate the professional development and growth from [Company Name], and in particular, from you. Your mentoring support has encouraged me, and I hope that we will continue our relationship as I move forward in my career.

I wish you continued growth and success in the future.

Sincerely,

Your signature

Your typed name