

Today's Date

Manager Name

Manager Title

Company Name

Address

City, State, Zip

Dear Mr./Ms. Manager Name

Please accept this letter of resignation from the position of [Job Title], effective two weeks from today. My last day at [Company Name] will be [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, and [Company Name] continued growth and success in the future.

Sincerely,

Your signature

Your typed name

By Andre Bradley