
Formal Resignation Letter to Manager

Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Manager's Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am reaching out to officially resign from my role as [Your Position], effective [End Date]. Your mentorship has been instrumental in my professional journey here at [Company Name], making this decision particularly challenging.

I am fully committed to aiding in the transition process during my remaining tenure.

Thank you for your guidance and understanding.

Sincerely,

[Your Name]