

**Date:**

**Name**

**“Manager”**

**“Company Name”**

**Street Address**

**City, State, Zip Code**

**Dear “ Manager or Direct Supervisor “**

**Please be advised that I hereby tender my resignation as “ Title” effective today, “Date”. I will be happy to stay on the customary two weeks which would make two weeks from “Resignation Date”, my final day. It has been a pleasure working with you and “Company Name” for the last Number” of years. My decision is final and irreversible.**

**Best of luck to you and “Company Name” in all future endeavors.**

**Very truly yours,**

**“Your Name”**