

Your Name
Your Address

Date

Your Manager
Your Manager Position
Your Company Name
Your Company Address

Dear Your Manager Name,

I regret to inform you that I would like to tender my resignation as Your Position effective from Date, I hereby give 1 month notice of my intention to leave Your Company Name.

I made this decision, not because I'm unhappy with the opportunities you've presented, but as a strategic career move. It's been a great pleasure working with you and representing the company. I wish you and Your Company Name continued success.

If there is anything I can do in aiding a smooth transition of responsibilities, please let me know.

Thank You.

Yours sincerely,

.....
(Your Name)