

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Resignation of Senior Manager

Dear :

On Date, Name will officially resign as Senior Manager. We at Company are truly sad to see Name leave. Name has given the company almost years of dedicated service.

In light of his resignation, business shall continue as usual. Preparations concerning Name's resignation were made to make this transition as smooth as possible.

Thank you for your corporation in this adjustment. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E