

To: [Manager's Email Address]

Subject: Letter of Resignation - [Your Name]

Dear [Manager's Name],

Please accept this letter as a resignation notice that will resign from my position as the sale representative for Pathways Medics effective one week from today (September 8, 20XX). My family will be relocating to Oregon, and I will have to move with them.

I highly appreciate the opportunities your company offered me to learn and grow in my career.

Please if you need any assistance for a smooth transition, let me know. In the meantime I will work on all pending tasks before the due date.

Sincerely,

[Your Signature]