Ms. Margarget Manager  
Chief Executive Officer  
Acme Company  
456 Main Street  
Huntington, NY 12345

Dear Ms. Manager,

I am writing to notify you that I am resigning from my position as Customer Service Manager with Acme Company.

My last day of employment will be February 1.

I appreciate the opportunities I have been given during my time with your company, as well as your professional guidance and support.

I wish you and the company the best of success in the future.

If I can assist with the transition, please do let me know.

Very sincerely,

Signature (hard copy letter)

Jill Applicant