

Employee Name  
123 Employee, Address, WA 12345  
555-123-4567  
[employeename@email.com](mailto:employeename@email.com)

January 1, 1234

Manager Name  
VP of Operations  
Company Name  
234 Company, Address, WA 23456

Dear Manager,

I would like to notify you that I am resigning from my position as Senior Operations Manager for Company Name effective January 15, 1234.

Thank you very much for the opportunity you've given me to learn about managing a team and making a positive impact on the company's bottom-line. I have genuinely enjoyed my time with the company and working with you directly. The support and personal development that you have given me has helped my career immensely.

If I can help you during this transition, please do not hesitate to contact me. You have my full commitment and cooperation for a smooth transition of responsibilities.

Sincerely,

Employee Name