Your Name

Street Address   
City, ST ZIP Code

Date

Recipient Name  
Title  
Company Name  
Street Address  
City, ST ZIP Code

Dear Recipient Name:

I am resigning from my post as Branch Manager from ABC Group of Companies, LA outlet. The resignation will be effective from 24th May - 14 days after the required notice period.

It has been a pleasure working here for 6 years. However, during the last couple of years, work stress has been increasing for me. The company has been presenting very difficult challenges since its expansion. I can no longer deal with the company’s hard-to-please clients, unreasonable deadlines, and mounting workload. I have, therefore, decided to quit working here and find a job with more reasonable requirements.

Thank you for providing me with opportunities and experience. It has been an honor to be a part of this organization.

This is to inform the management that I am putting up my formal resignation in pursuance of future career growth. I have been hired as (job title) at a reputable organization. Although it has been a great experience working here at XYZ Company, I need to take the next step towards professional advancement.

Sincerely,

Your Name