(Date)
(Manager's name)
(Company Name)
(Company Address)

Dear (Manager's Name)

I want to thank you for all you have done for me here at (Company Name). It's been a pleasure working with you and representing your company as (Job Title). I have accepted an offer with another firm and have decided to tender my resignation as of today.

This decision has nothing to do with the opportunity you have provided for me here. You and the company have been fair towards me and I genuinely appreciate all your support. I wish (Company Name) continued success and I want to thank you for allowing me to be a part of your team.

Please feel free to contact me at any time if I can be of further assistance in helping with a smooth transition.

Sincerely,

(Name)