

Dear (manager name),

I am writing you to officially tender my resignation from (company name) effective Friday, June 15th, 2007.

Working for (company name) has been a wonderful experience. I could not ask for a better group of colleagues. I have grown in many ways here and will always treasure the opportunities provided for me by (company name).

I will be accepting a position as (position) with (company name). While I will miss my friends here at (company name), I feel that it is time for a new challenge and experience.

If you have any questions, please feel free to ask.

Best Wishes,