



[Your Full Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Manager's Name],

Please accept this letter as formal notice of my resignation from my position as [Your Job Title] at [Insurance Company Name], effective [Last Working Day, typically two weeks from the date above].

I am grateful for the opportunities I have had during my time with the company. Working at [Company Name] has allowed me to grow professionally and personally, and I have truly valued being part of such a knowledgeable and dedicated team.

I will do my best to ensure a smooth transition over the coming weeks, including assisting in training a replacement if needed and finalizing any outstanding work.

Thank you again for the support and encouragement during my tenure. I wish the company continued success in all future endeavors.

Sincerely,

[Your Full Name]