[Advisor Name]

[Advisor Company]

[Street Address]

[City, State Zip]

[Date]

[Manager Name]

[Company of Employment]

[Street Address]

[City, State Zip]

[Salutation],

Please accept this letter as notice of my resignation from my position with [Company of Employment]. Should anyone need to contact me, I can be reached at [Phone Number] or [Email Address].

Thank you. It’s been a pleasure working with you.

Sincerely,

[Advisor Name]

[Phone Number]

[Email Address]