

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name]
[Manager's Title]
[Company Name]

Dear [Manager's Name],

Please accept this letter as formal notification that I am resigning from my position as [Your Job Title].

My last day of employment will be [Month, Day, Year].

I would like to thank you for the opportunity to have worked at [Company Name]. I appreciate the support and the professional opportunities I have received during my time here.

During my final weeks, I will do my best to ensure a smooth handover of my duties and complete any outstanding tasks. Please let me know how I can be of assistance during this transition.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]