

[YOUR NAME / COMPANY NAME]

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

[Manager Name]

[Job Title]

[Company Name]

Subject: Resignation — [Your Name]

Dear [Manager Name],

Please accept this letter as formal notice of my resignation from my position as [Your Job Title] at [Company Name]. In accordance with my notice period of [NOTICE PERIOD], my last working day will be [LAST WORKING DAY].

I am grateful for the opportunities I have had during my time here, particularly [SOMETHING SPECIFIC — a project, skill, or experience you valued]. I have learned a great deal and appreciate the support of you and the team.

During my remaining time I will do everything I can to ensure a smooth transition, including completing outstanding work, documenting my responsibilities and assisting in handing over to a colleague or successor.

Thank you again for everything. I wish you and [Company Name] continued success, and I hope we stay in touch.

Yours sincerely,

[Your Name]

[Job Title]

[Date]