

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, Postcode]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I would like to take this opportunity to express my gratitude for the support and opportunities I have received during my time at [Company's Name]. It has been a pleasure to work with such a dedicated team.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]