

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

Ngithumele lokhu ukuze ngikhombise ukuthanda ukushiya umsebenzi wami ku-[Company's Name], kanyekanye ngiphumelela ngezinsuku ezingu-[notice period, e.g., "ezingu-2" or "ezingu-4"]. Ngithanda ukubonga kakhulu ithuba lokusebenza lapha, futhi ngizoba nempilo emisha phambilini. Ngibheke phambili ukuya phezulu emhlabeni, kodwa ngizogcina izinkumbulo ezinhle nempumelelo ebhizinisini.

Ngiyacela ungithumele izinyathelo ezizayo ezidingekayo ukuze hipotshozwe le mfuneko yami.

Ngiyabonga futhi,

Siyabonga,

[Your Name]