Your Full Name
Your Address
Your Phone Number (optional)
Your Email (optional)

Date

Your Manager’s Full Name
Your Manager’s Position Title
Company Name

Company Address

Dear Manager First Name,

I would like to inform you that I am resigning from my position as Your Position Title at Company Name. My last day will be Day, Date.

Thank you for the support that you have provided me during my time here. I am grateful for my time with Company Name and the opportunities I have been provided.

I’d be more than happy to assist with the transition where I can and will support any handover activities as required. Please let me know how I can help.

Thank you again. I wish you and Company Name all the best for the future.

Sincerely,

*Your Signature*

Your Full Name