

[Date]

[Manager's name]

[Company/address]

Dear {Manager},

This letter will serve as my formal resignation from my position as [title]. My last day of employment will be [date].

I have enjoyed my employment and thank you for the opportunities and experiences. If there is anything I can do to help in this transition before my departure, please do not hesitate to ask.

Thank you, again.

Sincerely,

[Your signature]

[Your name/address]