|  |  |
| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

[Date]

Attention: [Company Name]  
[Company Contact]  
[Company Address]

Dear [Manager’s Name]:

This letter serves as notice of my resignation from my role here at [Company Name]. My resignation is effective [Number of weeks or days] from today, with my last day of work on [Date].

Thank you for the chance to work at [Company Name]. It has been a pleasure to contribute to the team and to grow both personally and professionally during my time here.

During my last two weeks here, I’ll be happy to assist with my transition by helping to train my replacement. I’ll also be on hand to help complete projects in motion and to ensure continuity of business operations.

I wish you and the entire team all the best.

Sincerely,

[Signature]  
[Your Name typed]