**LETTER TEMPLATE  
FORMAL RESIGNATION LETTER**

Dear **[Manager’s Name]**,

I am writing to formally notify you of my resignation from the position of **[job title]** with **[company name]**. In accordance with my notice period, my final day will be **[date of last day]**.

I have been offered another role that will halve my daily commute and allow me to spend more time with my family outside of working hours.

I have thoroughly enjoyed my time at **[company]** over the last **[years** **and months of service]** and would like to thank you for all of the opportunities I have been afforded here.

In the coming weeks before **[end date]**, I am fully committed to providing assistance in ensuring a smooth transition.

Sincerely,  
  
**[Your Name]**