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

[Date]

Dear [Manager’s name],

I am writing to formally notify you of my resignation from the position of [job title] at [company name]. My last day with the company will be [Date]

During my time at [company name], I have come to realize that the scope of the role is unfortunately not what I had anticipated, and as such, would like to explore other opportunities.

Thank you for your understanding. I truly appreciate all the support and guidance you have provided in our time working together.

Please let me know how I can help support a smooth transition so as not to inconvenience you or the company. I wish you all the best for the future.

Kind regards,

[Signature]