Resignation Letter Example (three sentences)

[Your Name]
[Address/Email Address]

[Today’s Date]

[Manager Name and Title]
Cc: [HR Contact Name]
[Employer Company Name]
[Address]

Dear Mr./Ms.Lastname,

Please accept this letter as my formal notice of resignation from [Employer Company Name] as a [Your Position]. My last day of employment will be [Last Date].

Thank you for all the opportunities this company has provided me.

Sincerely,
[Your Name]