**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] at [company name]. My last day with the company will be [date].

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

Thank you for understanding, I truly appreciate all the support and guidance you have provided in the time I have worked for the business.

Please let me know how I can help to support a smooth transition over the next [notice period in weeks].

Sincerely,  
  
[Your Name]