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

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

[Date]

[Supervisor or Manager name]

[Company Name]

[Company Address]

Dear [Manager name],

Please accept this as my formal resignation from [your job title] with [Company Name]. My last day will be [your final day of work], two weeks from today. I appreciate the support and valuable experiences I have gained during my time here. It has been a pleasure working with you and the team.

Please let me know how I can help make this transition as smooth as possible.

Sincerely,

[Your signature]

[Printed name]