TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Resignation Letter

Dear **[Manager’s Name],**

Please accept this letter as formal notification of my intention to resign from my position as **[job title]** with **[company name].** In accordance with my notice period, my final day will be **[date of last day].**

I would like to thank you for the opportunity to have worked in the position for the past **[time in employment]**. I have learned a great deal during my time here and have enjoyed collaborating with my colleagues. I will take a lot of what I have learned with me in my career and will look back at my time here as a valuable period of my professional life.

During the next **[notice period in weeks]** I will do what I can to make the transition as smooth as possible, and will support in whatever way I can to hand over my duties to colleagues or to my replacement. Please let me know if there is anything further I can do to assist in this process.

Sincerely,

**[Your Name]**