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],**

I am writing to inform you of my decision to resign from **[Company]**, effective  **[Date]**. I understand that transitioning a new person to the role of **[Position]** will take some time and I would like to provide as much notice as possible.

During my time at **[Company]**, I have learned a lot and grown professionally. Thank you for all of your guidance and support during my employment.

Please feel free to contact me with any questions about the projects I have been working on. I am happy to help in any way I can with the transition process.

I wish you all the best for your continued success.

Sincerely,

**[Your Name]**