TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Resignation Letter

Dear **[Manager’s name]**,

Please accept this letter as notice of my resignation from the position of **[job title]** at **[company name]**. My last day with the company will be **[date]**. Please let me know what to expect as far as my final work schedule, accrued holiday leave and employee benefits.

This was not an easy decision to make; however, after careful consideration, this will be a good opportunity for my career growth. I would like to take this time to thank you and the team for giving me this opportunity. I have enjoyed the last **[X]** years, and I’ll take with me all the great things I have learned here.

If there is anything I can do to make the transition easier, please let me know.

Yours sincerely,

**[Your name]**