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]**,

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,

**[Signature]**

**[Your Name]**