Managers Name

Company Name

Company Address

Your Name

Your Address

Date

Dear [manager’s name],

Please accept this letter as notice of my resignation from the position of [job title] at [company name].

As per the terms of my employment contract, I will continue to work for [company name] for the next [insert notice period length], completing my employment on [insert last day you intend to work].

I would like to take this opportunity to say thank you for the opportunities I have been given. If there is anything I can do to make the transition easier, please let me know.

Yours sincerely,

[Your name]