<date>

<manager name>

<manager job title>

<company name>

<company address or manager email address>

Dear <Manager Name>

Please accept this letter as formal notification of my resignation from <company name>. My last day of employment will be <date>.

Before I leave, I will ensure that all my work is completed as far as possible, and I am happy to assist in any way to ensure a smooth handover.

I would like to thank you for the opportunity to work at <company name>. During this time, I have enjoyed working with the team and I have valued <something you liked/learned about your job>.

While I am excited to start my new role, I will always remember my time at <company name> fondly and I would be delighted to stay in touch.

Kind regards,

Your name