

[Your Name]
[Street Address]
[City, State ZIP]
[Email] | [Phone]

[Month DD, YYYY]

[Manager's Name]
[Manager's Title]
[Company Name]
[Street Address]
[City, State ZIP]

Re: Resignation

Dear [Manager's Name],

Please accept this letter as formal notice of my resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Month DD, YYYY], two weeks from today.

Thank you for the opportunities I've had during my time here. I've valued [one specific thing, such as the chance to lead the X project or the support of the team].

Over the next two weeks I'll do everything I can to make the transition smooth, including [finishing current work, documenting my tasks, and training my replacement]. Please let me know how I can help.

I wish you and the team all the best.

Sincerely,

[Your Name]