[Todays Date]

[Your First Name] [Your Last Name]

[Your Street Address] [No.]

[Your City] [State] [Zip]

[Company Name]  
[Manager’s Name]

[Company Street Address] [No.]

[Company Zip] [State] [City]

**Letter of Resignation**

Dear [Manager’s Name],

Please accept this letter as formal notification of my intention to resign from my position as [job title] with [company name]. In accordance with my notice period, my final day will be [date of last day].

Thank you for giving me the opportunity to work in this position for the past [duration of your role]. I have thoroughly enjoyed working here and appreciate all of the opportunities you have given me. However, I have decided it is time for me to move on to my next challenge.

Please let me know how I can help during the transition period. I wish you and the company the best.

Sincerely,

[First name] [Last name]