

[Your Name]
[Your Address, City]
[your.email@example.com]

Date: [DD Month YYYY]

[Manager Name]
[Manager Title]
[Company Name]

Subject: Resignation — [Your Job Title]

Dear [Manager Name],

Please accept this letter as formal notice of my resignation from my position as [Job Title] at [Company Name]. In line with my [one month] notice period, my last working day will be [Last Working Date].

Thank you for the opportunities I have had during my [x years] here. I have learned a great deal, especially [one specific thing you appreciated], and I am grateful for your support.

Over the coming weeks I will do everything I can to make the handover smooth, including documenting my current work and training [colleague or replacement]. Please let me know how I can help.

I wish you and the team continued success.

Yours sincerely,

[Your Name]