

[Your name]

[Address]

[Email] · [Phone]

[Date]

[Manager name]

[Company]

Dear [Manager name],

Please accept this letter as formal notice of my resignation from my position as [job title] at [company]. My last day of work will be [date], two weeks from today.

Thank you for the opportunities for professional development you have provided. I will do everything I can to ensure a smooth transition.

Sincerely,

[Signature]

[Your name]