

[Your name]

[Address]

[Email] · [Phone]

[Date]

[Manager name]

[Company]

Dear [Manager name],

I am writing to let you know that I have decided to resign from my role as [job title]. My last day will be [date].

Working with you and the team has been a real pleasure, and I am grateful for everything I have learned. I am happy to help with the handover in any way I can.

Sincerely,

[Signature]

[Your name]