

[Date]

Dear [Manager's name],

Please accept this letter as my resignation from my position as [Job title] at [Company], effective immediately. Today, [Last day], is my last day. I have made this decision for personal reasons.

I am grateful for the time I have spent here and for the people I have worked with.

I am happy to answer questions about my open work by email.

I wish you and everyone here all the best.

Best regards,

[Your name]

[Delete this note before you send: Replace every part in square brackets with your own details, then print and sign the letter or paste it into an email. Not legal advice. Check your contract and local law for notice rules.]