

[Date]

Dear [Manager's name],

Please accept this letter as my notice of resignation from my position as [Job title] at [Company]. My last day will be [Last day].

Thank you for your guidance and for the trust you have placed in me.

Over my remaining time, I will finish what I can and leave clear notes on anything still open.

I hope we can stay in touch, and I wish 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.]