

[INSERT DATE]

Dear [INSERT MANAGER'S NAME],

Re: Resignation

Please accept this letter as formal notice of my resignation from the position of [INSERT JOB TITLE] at [INSERT COMPANY NAME].

In accordance with the terms of my employment and notice period of [x] months, I calculate that my employment will end on [INSERT LEAVING DATE] and will continue to work until this date.

I would like to take this opportunity to thank you for your support during my time here. I have enjoyed being part of the team and the business and wish you the best of luck for the future.

Yours sincerely,

[INSERT NAME]