[Your Name]  
[Address]  
  
  
  
  
[Manager’s Name]  
[Title]  
[Company Name]  
[Address]

[Date]

Dear [Manager’s Name],

Please accept this letter as a formal notice of my resignation from [company]. My last day will be on [intended last day of work].

Should my replacement join the company before I leave, I will be more than happy to help with the transition if required.

I would like to take the time to thank you for the opportunities I have been given and the positive experiences I have had working in your team. I will always value your mentorship and support and take my learnings with me as I take the next step in my career.

Best regards,  
[Your Signature]  
[Your Name]