Background pattern

Description automatically generated[Date]   
[Your Direct Manager’s Name]  
[Business Name]  
[Business Address]

Dear [Direct Manager’s Name],

Please accept this letter as formal notification that I am resigning from my position as [Position Title] with [Business Name]. My last day with the company will be [Day, Date].

Thank you for the opportunity to be a part of the [Business Name] team for [No. of years of tenure]. I am grateful for all that I have learned and will take this experience with me throughout my career.

During the next two weeks, I will gladly tie up any loose ends and will ensure all my projects are completed as far as possible. I am happy to train any team members or assist in any way to ensure a smooth transition.

I will always remember my time at [Business Name] fondly. Please reach out any time in the future. I would be delighted to stay in touch.

Regards,

[Your signature]  
[Your printed name]  
[Your phone number and personal email]