

[Your name]
[Street address]
[Town/city and postcode]

[Today's date]

[Company name]
[Company street address]
[Town/city and postcode]

Dear [manager's name],

Please accept this letter as confirmation of my resignation from the position of [your job title] at [company name]. My notice period is [notice period], and I'll be leaving on [leaving date].

I'd like to place on record my appreciation for the many opportunities given to me by [company name]. It's been an enjoyable [insert time at company] and I'd like to wish you and all my colleagues every success for the future.

Be assured I'll do everything I can to make sure my work is handed over smoothly. If there's anything else you'd like me to focus on before I leave, please let me know.

Yours sincerely,

[Your signature]
[Your name]