[Number and Street]

[Town/Cities]

[Phone Number]

[Date, Month, Year]

[Name of Manager]

[Manager’s role]

[Business/Organisation Name]

[Number, street, postcode]

[Town/City]

Dear [Name of Manager]

I wish to inform you that I am resigning from my position as [your position] for [company you work for]. My last day of employment will be [Month, date year].

[Reason for leaving, completely optional]

Thank you for the many opportunities I have had with this [organisation/company]. I’ve enjoyed being part of your team and have worked alongside some excellent people. I also appreciate the way you have supported me in my personal and professional development over the [length of employment].

Best wishes to you and the company for the future. I hope that you are happy to act as a referee for me if the occasion arises. Please let me know if I can be of assistance during the transition of the [employee].

Yours sincerely

[Your name]