

YOUR NAME

Job Title | Professional Headline

City, State · (555) 123-4567 · you@email.com · linkedin.com/in/yourname

October 12, 2026

Manager's Name

Title

Company Name

Street Address, City, State ZIP

Subject: Notice of resignation - [Your Name], [Job Title]

Dear [Manager's Name],

Please accept this letter as formal notice of my resignation from my position as [Job Title] at [Company Name]. My last working day will be [date], two weeks from today.

I am grateful for the opportunities I have had here, and in particular for [something you valued or learned, such as the chance to lead the reporting project].

I would like the handover to go as smoothly as possible. Before I leave I will finish [current project or task] and write up notes on my day-to-day responsibilities, and I am glad to brief or train whoever takes them over. Please let me know how you would like to prioritize my remaining work.

Thank you again for your support. I wish you and the team continued success.

Sincerely,

Your Name