



**DATE**

Dear [Line Manager],

Please accept this letter as written notice of my resignation from my role as [your position] at [your company].

As per my contract, my last day will be [date].

I want to take this opportunity to thank you for the opportunities, experiences and learnings I have gained throughout my time here.

During my final [time frame], I am committed to doing everything I can to ensure a smooth handover and transition period. Please let me know how I can be of help.

Sincerely,

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[Your printed name]