

[Your Full Name]

[Your Phone Number & Email]

[Manager's Name]

[Company Name]

[Company Address]

1 July 2025

Dear [Manager's Name],

I am writing to formally resign from my position as [Job Title] at [Company Name].

My last working day will be [Last Working Day, based on notice period].

Thank you for the opportunity to work here. I appreciate the experience and support I have received during my time with the company.

Please let me know how I can help with the handover.

Kind regards,

[Your Name]