[Insert Your Name]

[Insert Your Address]

[Insert Today's Date]

[Insert Manager's Name]

[Insert Manager's Position]

[Insert Company's Name]

[Insert Company's Address]

Dear [Insert manager's formal name: e.g., Mr. Smith]:

I appreciate the opportunity to have worked for [Insert company name]. I'm writing to inform you that I am hereby submitting my resignation effective [Insert your last date of work here].

If needed, I am available to transition my responsibilities to my replacement up until my final employment date. [Insert any other unfinished business here].

Thanks again for the opportunity.

Sincerely,

[Insert your name]