Date

TO: Manager

CC: HR

SUBJ [your name] Resignation Letter

Dear [manager]

After careful consideration I’ve decided to submit my final notice that I’ll be leaving my role as [role] for [business] effective [term date].

I’d like to extend my appreciation for the opportunities I’ve been provided at [business] these last [time span working there]. It’s been a wonderful experience that has helped develop me as a professional.

I would like to ensure the transition of my responsibilities presents as minimal impact to [business] as possible and am ready to help in any way with that activity.

I wish [business] all the best and hope to stay in touch.

Thank you.

[your name