

Dear [insert manager's name],

I am writing to inform you that I will be resigning from [insert current position]. My last day of work will be [insert date].

I would like to thank you for having me as part of your team. I am proud to have worked for [insert company name], and I appreciate the time and patience you have shown in training me. I have learned a lot about [insert personal detail about something you've learned], and these skills will serve me well in my career.

Please acknowledge this letter as my official notice of resignation. I will do my best to ensure that all of my projects are completed and ensure a smooth transition. I have been fortunate to have been a part of [insert company name], and I wish you continued success.

Sincerely,  
[Insert your name]  
[Insert your position]