NAME
COMPANY
ADDRESS

MANAGER'S NAME
MANAGER'S COMPANY
MANAGER'S ADDRESS

Dear MANAGER'S NAME,

First paragraph
The first paragraph is the formal announcement of your resignation from your position with effect from which date.

Go on to indicate your last day of work, bearing in mind the notice period required.

Second paragraph onwards
In this paragraph, you can include your reason for resigning and offer an appreciative note for everything the company has done for you.

Final paragraph
in the final paragraph, offer your assistance and how you can help during the transition.