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.