Your Name
Your Address
Your City, State, Post Code
Your Phone Number
Your Email (optional)

Date

Name
Title
Organization
Address
City, State, Post Code

Dear (manager's name),

I hereby tender my resignation from my role as (position held) of the (your division) of XYZ company.

My resignation is effective from today. As per my contract, I am providing XYZ with four weeks’ notice. My last working day will be (enter date).

Yours sincerely,

You’re Signature

Your Typed Name