

[INSERT DATE]

Dear [INSERT MANAGER'S NAME],

Please accept this letter as notice of my resignation from the position of [INSERT JOB TITLE] at [INSERT COMPANY].

As per the terms of my employment contract, I will continue to work for the company for the next [INSERT NOTICE PERIOD LENGTH], completing my employment on [INSERT LAST DAY YOU INTEND TO WORK].

Yours sincerely

[INSERT NAME]