

(Today's Date)

Dear **(Managers Name)**,

This letter is to confirm my resignation from **(Company Name)** as of today, **(Today's Date)**.

As per my contract, I will terminate my employment with **(Company Name)** in **(X)** weeks from today's date.

I would like to thank you for the opportunity thus far and wish both yourself and **(Company Name)** all the best in the future.

Kind Regards,

Your Name