

<Your Name>
<Address>
<City>, <State/Province>

<Today's Date>

<Manager Name and Title>
Cc: <HR Contact Name>
<Employer Company Name>
<Address>
<City>, <State/Province>

Dear <Manager Name>,

Please accept this letter as my formal notice of resignation from <Employer Company Name> as a <Your Position>. My last day of employment will be <Last Date>.

Thank you for the opportunity to work for such an outstanding organization.

Sincerely,

<Your Name>