**Full Name**

Street Address

City, State Zip

Phone

Date

**Manager’s Name**

Company Name

Street Address

City, State Zip

Dear Mr. \_\_\_\_\_\_\_\_\_\_:

Please accept this letter as my formal notice of resignation from \_\_\_\_\_\_\_\_\_\_\_, effective on **Date.**  I have enjoyed my employment here and appreciate all that I have learned.

If I can help with the transition or tie up any loose ends in the next couple weeks, please let me know.

Thank you very much for the opportunity to work here.

Sincerely,

Name