

Short resignation letter template

[Your address]

[date]

Mr/Mrs/Miss[Manager's name]

[Company name and address]

Dear [manager's name]

This letter is to notify you I've decided to resign from my role as [insert job title here].

Please accept this letter as my official notice. Because my contract requires me to give [xx amount of weeks/months], my last day here would be on the [insert date].

Thank you for the opportunities you have given me during my time here and if there's anything I can do to make the transition easier, please let me know.

Yours Sincerely,

[Your name]