Your Full Name

Your Address – Optional

Your Phone Number

Your Professional Email Address

Date: April 19, 2025

Manager's Full Name

Manager's Job Title

Company Name

Company Address

# Subject: Formal Resignation – Your Full Name

Dear Mr./Ms./Mx. Last Name,

This letter serves as my formal resignation from the position of [Your Job Title] at [Company Name].

In accordance with my contractual notice period of [e.g., 30 days], my final working day will be [Last Working Day, e.g., May 19, 2025].

I sincerely appreciate the opportunity to be a part of the team and the professional experience I’ve gained during my time here.

I am committed to supporting a smooth transition during my notice period and am happy to assist in training my replacement or handing over responsibilities.

Thank you once again for the support and opportunities.

Sincerely,

Your Typed Full Name