**RESIGNATIONAL LETTER TEMPLATE**

<Your Name>

<Address>

<Manager’s Name>

<Company Name>

<Company Address>

<Today’s Date>

Dear <Manager’s Name>,

Please accept this letter as my formal notification of my resignation as <Job Title> at <Company Name>. As per my employment contract, I am providing my <Notice Period> and my last working day will be on <End Date>.

I would like to take this moment to personally thank you for the opportunities you, and <Company Name>, have given me over the last <X Years Worked>. They have been truly invaluable for both my personal and professional development. I have decided to seek a new challenge for my career and have accepted another role.

This decision has not been an easy one as I have thoroughly enjoyed being part of your team. Rest assured that my performance will not be affected by my resignation and I will continue to perform at my best throughout my transition. If there is anything, I can do to ease the handover period, please don’t hesitate to let me know.

Once again, thank you. It has been a pleasure working with you and I wish you, the team, and

<Company Name> continued success. Sincerely,

<Your Name>

<Your Signature>