



[EMPLOYEE ADDRESS]  
[DATE]

Dear [LINE MANAGER NAME],

Please accept my resignation from the role of [JOB ROLE] at [COMPANY NAME]. My notice period is [LENGTH OF NOTICE PERIOD IN DAYS], so my last day of employment will be [DATE].

I would like to take this chance to thank you for the opportunities I've had here at [COMPANY NAME], it's been a pleasure working with you and the rest of the team.

If there's anything I can do to help make the transition easier, please don't hesitate to ask.

Yours Sincerely,

[YOUR NAME]