**Your Name**

Address:

Today’s date:

Dear *[Manager’s Name]*,

I am writing to formally notify you of my resignation from my role of *[job title]*. My last day with *[company name]* will be *[date]*, in accordance with the notice period duration outlined in my contract.

I have been offered a position with another company *[disclosing name of company optional]*, which I have accepted as I feel it is a positive move for the future of my career.

It has been a pleasure being an employee of *[company name]* and I know my time here will help me in my new career. I truly appreciate all the professional support you have provided whilst I have worked in your team, and I wish you all the best for the future.

If I can be of any assistance in terms of supporting a smooth transition over the next *[notice period in weeks]*, please do let me know how - I’m happy to help.

Best wishes,

*[Signature]*

**Your Name**