

[Date]

[Manager's Name]

[Your Department]

[Your Company Name]

Dear [Manager's Name],

Kindly accept this letter as notice of my resignation from the position of [Job Title] at [Your Company Name].

As per the terms of my employment contract, I will continue to work for the company for the next [Your Notice Period in Days], with the last day of my employment being [Date].

Sincerely,

[Your Signature]

[Your Name]