**Your Name**

142 Facebook Blvd.

Palo Alto, California, 94301 United States

(423)135-4624

[Your.Name@gmail.com](mailto:Your.Name@gmail.com)

Date

Hiring Manager’s Name

341 Company Address

Palo Alto, California, 94301

(xxx)xxx-xxxx

[hiring.manager@gmail.com](mailto:hiring.manager@gmail.com)

Dear (Manager’s name)

Please accept this letter as formal notification of my resignation from (Company name). My last day with the company will be (date).

Before I leave, I will ensure that all my projects are completed as far as possible, and I am happy to assist in any way to ensure a smooth handover to my replacement.

I would like to thank you for the opportunity to work at (company) for (years of service). During this time I have thoroughly enjoyed the atmosphere within the team and I will miss our interactions.

While I am excited by the new opportunities that I will be pursuing, I will always remember my time at (company name) with affection. Please do not hesitate to contact me if you need further information after I leave, and I would be delighted if you stay in touch.

Kind regards,

(Your signature)

(Your printed name)