[Your name]

[Your address]

[Your phone number]

[Your email address]

[Today’s date]

[Your manager’s name]

[Company name]

[Company address]

Dear [Manager’s name],

Please accept this letter as confirmation of my resignation from the position of [Your position] at [Company name], effective from one month from today’s date, [Today’s date].

I am very thankful for the opportunities, guidance and ongoing support you have provided me.

I am keen to ensure that the transition is as smooth as possible, so please let me know how I can be of assistance.

Thank you again, and I wish you and [Company name] all the best for the future.

Yours sincerely,

[Your name]