

[First name Surname]

[Address]

[Employer name]

[Employer's address]

[Place, date]

Dear Mr / Mrs [Manager's name],

Please accept this letter as formal notification of my resignation from [company name]. My notice period of [number of] weeks will commence on [date].

You can count on me during the notice period to complete my ongoing tasks to the best of my ability and assist in handing over to my successor.

I would like to thank you for the pleasant cooperation and wish you and the company all the best for the future.

Kind regards,

[Signature]

[First name Name]