Resignation letter sample

To: [Name of company]

[Date]

Dear [Name of manager or employer],

I am writing to inform you that I am resigning from my job with your [company/organization, or enter the name of company here]. My last day will be [month, date, year].

I have appreciated my time working for you and the experience that I have gained.

Please let me know if you have any questions or if there are forms or other requirements you need me to complete before I leave.

Sincerely,

[Your first and last name]