Name and Surname

Address

04 June 2019

Dear Manager’s Name,

**Re: Notice of Resignation**

Please accept this letter as notice of my resignation from the position of Job Title at Company Name.

As per the terms of my employment contract, I will continue to work for the company for the next X weeks, completing my employment on DD/MM/YYYY.

I have very much enjoyed my time at the company and appreciate the opportunity it has provide me to grow and develop during my time here. Please let me know if you need any assistance with the transition.

Yours sincerely,

Name and Surname