Resignation Letter Template

A short, professional resignation letter template with space for your notice period, last working day and handover offer.

Resignation letter

[Your name]
[Your address]
[Email] · [Phone]

[Date]

[Manager's name]
[Job title]
[Company name]

Dear [Manager's name],

Please accept this letter as formal notice of my resignation from my position as [Job title] at [Company name]. My last working day will be [date], in line with my [notice period] notice period.

Thank you for the opportunities I have had during my time here. [Optional: one specific thing you are grateful for.]

I will do my best to ensure a smooth handover, including [documenting ongoing work / training a colleague].

Yours sincerely,

[Signature]

[Your full name]

Before you send

- ☐ Last working day calculated correctly
- ☐ Manager told in person or by call first
- ☐ No complaints or criticism in the letter
- ☐ Copy saved for your records

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