**SAMPLE RESIGNATION LETTER**

Dear [Manager’s Name],  
I am writing to inform you that I am resigning from [insert current position] and my last day of work will be [enter agreed upon last day of work].

I have greatly enjoyed being part of this team and I would like to thank you the opportunity to work for [insert department/group name]. I have learned a lot about [insert skills, topics, etc. you have learned] and I know these skills will serve me well as I move forward with my career.

Please use this letter as my official notice of resignation. Let me know how I can be of assistance during this transition process. It has been a genuine pleasure to work for [insert department name] and I wish you all continued success in the future.

Sincerely,  
[insert your name]  
[insert your title]