**Letter of Resignation**

Dear [Manager's Name],

I am writing to inform you that I am resigning from my position as [Your Title] with [Company Name]. Per the terms of my contract, my last day of work will be [Last Day's Date].

I am grateful for the opportunities that were provided to me during my work here, and I have really appreciated my time as [Your Position] at [Company Name]. I have learned and developed greatly for the past [Your Time in the Company] and will take these skills further in my career. I have taken great pleasure in meeting and working with some amazing professionals.

Please let me know if there is anything you would like me to do in terms of handing over my responsibilities before I depart. I will endeavour to do what I can to help make my leaving as smooth as possible for both the company and myself.

I wish you all the very best for the future.

Kind regards,

[Your Name]

[Your Phone Number]

[The Date]