

<Your Full Name>
<Your Home Address>
<Your Home Suburb>
<Your Home State and Postcode>

<Date Month Year>

<Your Manager's Name>
<Your Manager's Title>
<Company Name>
<Company Address>
<Company Suburb>
<Company State and Postcode>

Dear <Manager's First Name>,

Please accept this letter as formal notice of my resignation from my position as <Job Title> at <Company Name>. My last day of employment will be <Day, Date>.

Thank you for giving me the opportunity to work in this position for the past <duration of your role>. I have thoroughly enjoyed working here and appreciate all of the opportunities you have given me. However, I have decided it is time for me to move on to my next challenge.

I would like to do anything I can to help with the transition, including wrapping up my responsibilities and training other team members. If I can be of any other assistance during this time, please let me know.

Thank you again for the opportunity, and I wish you and <Company Name> all the best for the future.

Yours sincerely,

<Your Full Name>