**Standard Resignation Letter Template:**

[Your Name]

[Your Address]

[City, State, Post Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Manager’s Name]

[Company Name]

[Company Address]

[City, State, Post Code]

Dear [Manager's Name],

Please accept this letter as formal notification of my resignation from [Your Position] at [Company Name]. I have enjoyed my time here and appreciate the opportunities for growth and development that the company has provided me with.

My last day of employment will be [Last Working Day], in accordance with the notice period outlined in my employment contract. I am committed to ensuring a smooth transition during this time and am willing to assist in any way possible to hand over my responsibilities.

I would like to express my gratitude to you and the entire team for the support and guidance I have received during my tenure here. I have learned a great deal and will always cherish the relationships I have built.

Thank you once again for the opportunity to be a part of [Company Name]. I wish the company continued success in the future.

Sincerely, [Your Name]

*\*Feel free to adjust to fit your company's tone and policies.*