

name
street
city
phone
mail

11.4.2019

Manager's name
Company
Company address

Resignation letter

Please accept this letter as a formal notification of my resignation from Company. My last day with the company will be lastday.

Before I leave, I will ensure that all my projects are completed as far as possible, and I am happy to assist in any way to ensure a smooth handover to my replacement.

I would like to thank you for the opportunity to work at Company.

Kind regards,

...

name