

Basic Employee Resignation Letter Outline

1. Date

[Insert today's date]

2. Employee's Information

[Your Name]

[Your Position]

[Department, if applicable]

3. Recipient's Information

[Manager's Name]

[Manager's Position]

[Company Name]

4. Salutation

Dear [Manager's Name],

5. Opening Statement

A statement clearly stating your intent to resign and your position.

6. Notice Period

Mention the effective date of your resignation (last working day).

7. Express Gratitude

Thank your employer for the opportunities and experiences.

8. Offer Assistance

Offer to help during the transition period (optional).

9. Closing Statement

A brief closing line wishing the company continued success.

10. Sign-Off

Sincerely,

[Your Name]