

# 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]