**To**  Place:  
The Manager, Date:  
Company Name,  
Address.

Sub: Resignation letter.

Dear Sir/Madam,

Please accept this letter as the 1 weeks’ notice of my resignation from the position of **[job title]** at **[company name].** My last working date will be **[date].**

I have enjoyed being a part of the team and I am thankful for the opportunities you have given me during my time here.

Hoping for your kind understanding on this matter.

Thanking you.

Regards,  
Your name,  
Designation,  
Employee ID.