6 February 2017

**[Manager]**

[Title]  
[Company]   
[Address]  
[City NSW Postcode]

Dear [Manager]

I am writing to inform you that I am resigning from my position as [Job Title].

As per my contract, I am providing [one / two] weeks notice. My last working day will be [Day, Date, Month, 2010].

I would like to thank you for XXXXXXXX and wish you and the team XXXXXXX all the best in the future.

Yours sincerely

[sign here]

**[Name]**