

[Date]

Dear [Manager's first name],

I've decided to leave [Company], and this letter is my formal notice. My last day as [Job Title] will be [Date], which gives the [two weeks / four weeks] of notice my contract asks for.

Thank you for the chance to work on [one specific project or team]. I'm taking a lot with me from it.

Between now and then I'll finish [current project], write handover notes for each open account, and help whoever picks them up get started.

Sincerely,
[Your name]