Date: [date]

To,
[Manager's name]
[Designation]
[Company name]

Subject: Resignation from the post of [your designation]

Dear [Manager's name],

Please accept this letter as my resignation from the post of [your designation] at [company name]. As per my notice period of [X] days, my last working day will be [date].

I will complete the handover of my work and share all files and access with [name / the team] before I leave.

Thank you for the opportunity to work with the team.

Regards,

[Your name]
Employee ID: [ID]
Signature: _____

Format from hrexora.com/blog/resignation-letter-format. For reference only, not legal advice.