

Preliminary Resignation Letter With Notice Period

Subject: Intention to Resign

Dear [Manager's Name],

I am writing to inform you of my intention to resign from my position at [Company Name]. As per my contract, I will be serving the required [X-week] notice period, making my last working day [date].

This letter serves as an initial notice. I will follow up with detailed handover documentation and will coordinate with you regarding transition plans. I am grateful for the experiences I have had here and hope to stay connected.

Sincerely,

[Your Name]

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