Title

Company name

Street Address

Postcode

*Date Month Year*

Dear [INSERT NAME]

Please accept this letter as notice of my resignation from the position of [INSERT YOUR POSITION AT THE COMPANY] at [INSERT COMPANY NAME]

Thank you for the opportunities you have given me during my time at [INSERT YOUR COMPANY NAME] and the professional development I have received.

However, I feel like it’s time for me to move on and this letter serves as my formal resignation. The date that I will be leaving the company is [INSERT THE DATE YOU ARE LEAVING] which is the advised period of notice.

I do wish you and the team continued success, and I hope that I can rely on you for a positive reference in the future.

Yours sincerely

[INSERT YOUR NAME]