[Your name and address]

Date

Name
Job Title
Company
Address

Dear (line manager name - e.g. Mr. Smith or first name if appropriate)

Please accept this as formal notice of my resignation from the position of (your job title and department as applicable), with effect from (normally date of the letter or receipt of letter - check your contract - if in doubt refer to date of letter).

In accordance with my contract of employment I am happy to continue to work until (date that your employment ceases according to notice period, calculated from your stated effective date of resignation).

(This part is optional :) While I believe that I am moving on for good reasons, I am sorry to leave, and I thank you for your support during my time with the company, which I have found enjoyable and fulfilling.

(And if applicable :) Please let me know the arrangements for handing back equipment, company car, etc., and handing over outstanding work and responsibilities.

Yours sincerely,

[INSERT NAME HERE]

Sign:

Downloaded with permission from DeskDemon.com – many other free templates available. If you have a template you think would benefit our site then please contact admin@deskdemon.com