Short resignation letter template

[Your name and address]

Date

Name  
Job Title  
Company  
Address

Dear Mr/Miss/Mrs XX

This letter is to notify you I’ve decided to resign from my role as [insert job title here].

Please accept this letter as my official notice. Because my contract requires me to give [12 amount of weeks/months], my last day here would be on the [insert date].

Thank you for the opportunities you have given me during my time here and if there’s anything I can do to make the transition easier, please let me know.

Yours sincerely,

Your signature

[Your name]  
Job Title  
Staff Ref/Number

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