

[Insert your name]  
[Insert your Address]

[Insert Recipient name]  
[Insert Title]  
[Insert Organisation]  
[Insert Address]

[Insert date]

Dear [Name of Recipient],

I am writing to formally inform you of my resignation from [Company name] as [Job Title]. As per the terms of my employment contract, i will continue to work for the company for the next [Insert notice period length], completing my employment on [Insert last day you intend to work].

I would like to take this opportunity to thank you for all the opportunities of professional and personal development presented to me during my time working at [Company Name].

During my last [number] weeks, I'll do everything possible to wrap up my duties and train other team members as appropriate. Please let me know if there's anything else I can do to assist during the transition.

I wish the company continued success, and hope to stay in touch in the future.

Kind Regards

**[Signature]**

[Print Name]