

[Your Name]

[Address]

[Today's Date]

[Name of Recipient]

[Address of Recipient]

Dear [Name of Recipient],

I am writing to formally inform you of my resignation from my position as [Job Title] at [Company Name]. In accordance with the period of notice agreed within my contract, my last day will be [date].

I would like to take this opportunity to thank you for all of the opportunities presented to me within the period of my employment. I have enjoyed my time working at [Company Name], however, in the best interests of my career, I feel that the time is right to move on.

Finally, if there is anything I can do to ensure a smooth and efficient handover process, please do not hesitate to let me know.

I wish you all the very best for the future.

Thank you.

Yours sincerely,

_____ (signature)

[Your Name]