

[Name]  
[Address]  
[Address]  
[Address]

Date:

[Name of Recipient]  
[Job Title]  
[Company Name]

Dear [Name of Recipient],

Further to our recent conversation, please accept this letter as written confirmation of my resignation from the position of [Job Title] with [Company Name].

My notice period is [weeks / months] so I calculate my last working day to be [Enter Date].

I have enjoyed my time working with [Company Name], and I am grateful for the training and development opportunities that you have given me however I feel now is the right time for me to move on.

If I can be of any help in training a replacement or handing over my work to colleagues, please let me know.

Yours Sincerely

---

[Your Name}