

[Your name]
[Your Address]

[Date]

[Recipient's name]
[Recipient's Title]

[Organisation Name]
[Organisation Address]

Dear [Insert recipient's name],

Please accept this letter as notice of my resignation from the position of [job title] at [Organisation Name].

As per the terms of my employment contract, I am giving [X weeks/months] notice and will complete my employment on [last day you intend to work].

I am grateful for the opportunities you have given me during my time in employment here. Please let me know if there are any specific areas you would like me to focus on during my notice period or anything specific you would like me to do in the way of a handover.

I hope that I can rely on you for a positive reference in future.

Yours sincerely,

[Your name]