YOUR NAME

YOUR ADDRESS

YOUR POSTCODE

EMPLOYER NAME

EMPLOYER ADDRESS

EMPLOYER POSTCODE

TODAY’S DATE

Dear EMPLOYER NAME,

Please accept this as formal notice of my resignation from the position of (your job title and site/department/division as applicable), with effect from (normally date of the letter or receipt of letter - check your contract - if in doubt refer to date of letter).

In accordance with my contract of employment I am happy to continue to work until (date that your employment ceases according to notice period, calculated from your stated effective date of resignation).

(This part is optional) While I believe that I am moving for good reasons, I am sorry to leave, and I thank you for your support during my time with the company, which I have found enjoyable and fulfilling.

(And if applicable) Please let me know the arrangements for handing back equipment, company car, etc, and handing over outstanding work and responsibilities.

Yours sincerely,

YOUR NAME