[Your Name]

[Address]

[Today’s Date]

[Name of Recipient]

[Address of Recipient]

Dear [Name of Recipient],

This letter is to formally tender my resignation as [Job Title] at [Company Name], effective from [date]. This is in accordance with the [period of time] period agreed at my time of employment.

I have been offered a position with another company [disclosing name of company optional], which I have accepted/feel is a positive move forward in my career.

I have enjoyed my time at [Company Name], and wish to take this opportunity to thank you for the help and guidance given to me over the last [period of employment]. I wish both you and the company all the best for your future endeavours.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

[Your Name]