[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.

After careful consideration, I feel that there are currently limited opportunities for career progression at [Company Name], and that in order to achieve my career goals, the time is right to move on.

However, I would like to take this opportunity to thank you for the professional guidance and support provided during my period of employment, and wish you and [Company Name] success in the future.

Yours sincerely,

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

[Your Name]