

[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].

I have been offered a position with another company, [you may wish to disclose here who your new employer is and the position you have been offered, however, you don't have to] which I have accepted and feel is the next logical step forward in my career.

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 would like to wish you and the company all the very best for the future and hope I can rely on you for a positive reference.

Yours sincerely,

[Your name]