

[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].

Having carefully considered my options, I feel that there are limited opportunities for career progression for me with [Company Name]. Therefore, I feel that now is the right time for me to move on in order to achieve my career goals [as a Job Title - optional].

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]