

Your Name,  
Your Address  
Town  
Post Code  
Any Employee Number  
Date

Dear (Insert name)

It is with regret that with this letter I tender my resignation from your employment, and therefore am relinquishing position of (INSERT JOB TITLE). I am aware you require a notice period as per the terms and conditions of my contract of employment; however the length is not stated. I wish to leave on (INSERT DATE), please let me know if this is acceptable as a period of notice. Should you wish to forfeit this period of worked notice I would be willing to exchange the period for paid absence.

I would like to say that it has been a pleasure to work within your company, however now is the time to move on from the company. I will complete my time with you with the same diligence and responsibility as when I started, and would be happy to assist in the training of my replacement.

I hope that you take this resignation with the good will in which it is issued. I hope we may once again work together in the future.

Yours Sincerely,

Name

(Date and Sign)

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