

**Your Name**  
**Address**  
**Contact Number**  
**Email Address**

**Date**

**Name**

**Company's Name**

**Company's Address**

Dear **{Title & Name of Recipient}**,

I am writing to notify you of my formal resignation from my role as **{Job Title}** at **{Company name}**.

I have enjoyed working at the company, but I have decided to take a break from work to travel for an extended period of time.

As my contract requires that I give **{Time of notice}** my last working day will be **{date}**.

Despite having to leave, I appreciate all the fantastic experiences and opportunities given to me throughout my working period. I am extremely grateful for the assistance provided along the way. If there's anything I can help with during the transition period, please let me know.

I hope we can stay in touch as business colleagues and look forward for possible work opportunities in the future. Many thanks for your understanding.

Thank you

Sincerely,

\_\_\_\_\_  
**Your Name** **Signature**