

{ Your Name }
{ 1234 Street Address }
{ City, State, Zip }
{ E-mail Address }

{ Today's Date }

{ Company Name }
{ Street Address }
{ City, State, Zip }

Dear { Name of Recipient },

Please accept this letter as notice of my resignation from the position of [Insert job title] at [Insert company].

As per the terms of my employment contract, i will continue to work for the company for the next [Insert notice period length], completing my employment on [Insert last day you intend to work].

I have enjoyed being a part of the team and am thankful for the opportunities you have given me during my time here. If there are any areas in particular you would like me to focus on during my notice period, please let me know.

I hope that I can rely on you for a positive reference in future.

Best Regards,

{ Your Signature }

{ Your Name }
{ Your Title }