

Resignation Letter Example

[Your Name]

[Address]

[Date]

[Company name]

[Company address]

Dear [Name of Recipient],

I am writing to notify you of my formal resignation from my role as [Job Title] at [Company Name]. As my contract requires that I give [amount of time specified] my last day will be [date].

Thank you for all of the opportunities for professional and personal development presented to me during my time here. I've enjoyed working for you, and appreciate the support provided me during my time at the company. If there is anything I can do to help with the transition, please do let me know.

Thank you.

Sincerely,

_____ (signature)

[Your Name]