**A letter of resignation is *always* a good idea. It formalizes for both you and your current employer the next step in the process of your move to another company. Letters of resignation should always be concise and usually are very brief. Below are two examples of letters of resignation:**

**Sample letter for immediate resignation**

Dear (Mr/Ms Smith, or first name if appropriate)

Please accept this as formal notice of my resignation from the position of (your job title and site/department/division as applicable), effective immediately (normally date of the letter or receipt of letter - check your contract - if in doubt refer to date of letter).

(If applicable:) Please let me know the arrangements for handing back equipment, company car, etc, and handing over outstanding work and responsibilities.

Yours sincerely,

**Sample resignation letter when you are prepared to work your notice period**

Dear (Mr/Ms Smith, or first name if appropriate)

Please accept this as formal notice of my resignation from the position of (your job title and site/department/division as applicable), with effect from (normally date of the letter or receipt of letter - check your contract - if in doubt refer to date of letter).

In accordance with my contract of employment I am happy to continue to work until (date that your employment ceases according to notice period, calculated from your stated effective date of resignation).

(This part is optional:) While I believe that I am moving for good reasons, I am sorry to leave, and I thank you for your support during my time with the company, which I have found enjoyable and fulfilling.

(And if applicable:) Please let me know the arrangements for handing back equipment, company car, etc, and handing over outstanding work and responsibilities.

Yours sincerely,