Mr. J Adams  
Resourcing Manager  
ABC Solutions  
147 the Street  
Any town  
Z9 8YX

(Date)

Dear Mr. Adams

Please accept this letter as notice that I wish to resign from my position as Telephone Support Adviser within ABC Solutions, with effect from the date stated above.

It is my understanding that my contract of employment requires me to give two weeks’ notice of my intentions, and so my leaving date will be (insert date). If possible, could you please arrange for my final pay to be paid to as usual, along with any untaken leave entitlement, I understand it would be difficult for me to take my outstanding leave in my notice period, although I am willing to do so should this be easier.

In the time that I have been employed here, I have enjoyed my employment, and feel I have learned a lot that I can take with me. Many thanks for all of this, and I in turn wish you every success in the future.

I will return my keys on my last day, followed by my uniform the following week. If you wish to contact me regarding anything in this letter, do not hesitate to do so.

Yours sincerely.