Mrs. Jane Smith  
ABC Company  
All Streets  
Any Town  
YY1 1ZZ

(Date)

Dear Sir/Madam,

Resignation from position of XXXXXX

I would like you to accept this letter as my formal resignation to leave my current position of XXXXXX with COMPANY NAME.

In accordance with my terms and conditions of employment, I will be providing you with two weeks’ notice which means that my last working day for COMPANY NAME will be DATE.

I would like to take this opportunity to thank you for giving me the experience that you have during the (how long) I have been working for COMPANY NAME. I have enjoyed my time here and feel that I have learnt and achieved a great deal during my time with COMPANY NAME.

I am now ready to try something new and it is for this reason that I have chosen to leave my current role.

Please forward my P45 and any outstanding monies including holiday pay which I have not taken. Should you have any queries, please do not hesitate to contact me.

Thank you again for the time that you have given me with COMPANY NAME, I am truly grateful and wish you all the very best for the future.

Best Wishes.

Yours sincerely