**Date**

**Personal Details**

Name  
Title  
Organisation  
Address

**Address the right person**

Dear Mr./Mrs./Miss Full Name

**State your intention**

I would like to inform you that I am resigning from my position as [job title] for [name of organisation] effective as of today, [date of letter].

**Acknowledge your notice period**

I intend to work for my full notice period as agreed in my contract of employment, and would thus expect my last day to occur on [insert date]. Please let me know if there is anything in particular I can focus on for my remaining time with the company.

**Thank your employer (applicable when leaving on a positive note)**

I wanted to take this opportunity to thank you for the time I have enjoyed with [name of organisation]. I have learnt a lot and have appreciated the support given to me.

**Close**

I hope you will be able to provide me with a reference in the future.

Sincerely,

Your Signature or email signature