Date

Mr/Ms (name of your boss/manager or other contact person)

Job title

Company name

Street address

Suburb state postcode

Dear (name of your boss/manager or other contact person – put Sir/Madam if you don't know their details)

RE: NOTICE OF RESIGNATION

I wish to inform you that I will be resigning from my job as a (your job title), on (date). I will finish my employment (notice period – e.g. one week) from this date.

I have accepted another position that will further develop my skills. (Optional – you can give your reason for leaving if appropriate).

Working with the company has allowed me to gain important knowledge/skills over the last (period you have been with the company).

I would like to take this opportunity to thank you for the opportunity to work with your company.

Yours sincerely

(Your signature)

(Your name printed)