(Insert date)

(Insert name of person you need to resign to)

C/o Company Name

Dear (insert name)

I confirm that I am resigning my position as (insert your job title) with immediate effect. As per my contract of employment, I will honor the (insert number of weeks) weeks’ notice period.

My final working day, after deducting the (insert number days holiday you are owed) days annual leave I am entitled to, will be (insert the day, date and month).\* I will obviously ensure a smooth hand-over during my notice period.

Thank you for giving me the opportunity to work with (insert Company Name) and I wish you all the best for the future.

Kind regards

(Insert signature)

You’re Name