<Insert name>  
<insert company name>  
< insert address line 1>  
<insert address line 1>  
<insert town>  
<insert postcode>

<Insert date>

Dear Mr/Mrs/Ms <surname>

Please accept this letter as my notice of resignation, effective <insert date - the last working day of your required notice period>.

This was not an easy decision to make. I am grateful for the opportunities and experience I have gained at <company name>. However, after much consideration I have decided to accept a position with another company.

Thank you very much for the opportunity to work here and I wish the company every success in the future.

Yours sincerely

<Your signature>

**<Your name>**

cc: <HR Dept and any other personnel that need to be notified>