

Sample resignation letter and template - (when you are not able, or firmly do not wish, to work your notice period)

Name, Position, Organisation Name and Address (each on a separate line)

Date

Dear (line manager name - e.g., Mr Smith, or first name if appropriate)

Please accept this as formal notice of my resignation from the position of (your job title and site/department/division as applicable), with effect from (normally date of the letter or receipt of letter - check your contract - if in doubt refer to date of letter).

I realise that my contract of employment requires me to work until (date that your employment ceases according to notice period, calculated from your stated effective date of resignation), however I'd be grateful to be released earlier on (date that you actually need to leave), and will assume that this is acceptable unless you inform me to the contrary.

(This part is optional :) While I believe that I am moving for good reasons, I am sorry to leave, and I thank you for your support during my time with the company, which I have found enjoyable and fulfilling.

(And if applicable :) Please let me know the arrangements for handing back equipment, company car, etc., and handing over outstanding work and responsibilities.

Yours sincerely