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| Your Name123 Street NameCityPostcodexxxx xxx xxxyour-name@email.com1 August 2023 |
| Contact Person’s Name 123 Company AddressCityPostcode xxxx xxx xxxcontact-person’s-name@email.com Dear [Mr/Ms/Mx] [Contact Person’s Surname],I’m writing to notify you that I’m resigning from my role as [Position Title] at [Company Name]. My last date of employment will be [DD/MM/YYYY].I’m leaving because [reason] and after careful consideration, I’ve decided to move ahead on this new path.I’ll be here to assist with the transition and will provide any information or records you need going forward.Thank you very much for the opportunity to work with you and for helping me develop as an employee on your team. I’ve enjoyed honing my [type of skill] skills and being a part of the team.I’m happy to be of assistance, so if you have any questions, please feel free to reach out via phone on xxxxx xxx xxx or by email at [your-name@email.com].Yours sincerely,**Your Name**  |