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| Your Name  123 Street Name  City  Postcode  xxxx xxx xxx  your-name@email.com  1 August 2023 |
| Contact Person’s Name  123 Company Address City Postcode  xxxx xxx xxx contact-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** |