

(Recipient Name)

(Recipient Position Title)

(Company Name)

(Company Address)

(Date)

Dear (Recipient's Name),

I am very honoured to be working for (Company Name) and have learned much in the time that I have spent here. However, it is with much sadness to inform you that this is my formal resignation from my post. My last day of employment will be (Date)

This decision has not been easy, but I have decided that it will be in the best interests for my career advancement and future development. I am available to assist in the smooth transition of the new staff into my current role.

Once again, I would like to thank you for the many opportunities that you and (Company Name) have given me. I wish you and (Company Name) many more successes in the future.

Yours Sincerely,

(Your Signature)

(Your Name)