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Monday, 19 September 2017

Company ABC123
110 Company Road, London

Dear Mr Smith,

Please accept this letter as formal notice of my resignation from the position of Advertising Media Buyer at Company ABC123. My last day of employment will be Monday, 26 September 2017, as per my obligations under the terms of my employment contract.

I have really enjoyed and appreciated my time at the company, and all the opportunities it has brought me. I've developed and learned some great skills that I will take with me through my career, and it's been an absolute pleasure working alongside such a great team. However, I recently received an offer for my dream line of work and I just can't refuse it!

I appreciate your support and understanding, and I wish you and the company the very best for the future. If there's anything I can do to make the transition easier during my last week here, please let me know.

Kind regards,



Joe Bloggs