{your name}

{your address}

{the name of your boss}

{their job title}

{the company address}

{today’s date}

Dear *{Name of recipient} (if unknown then To Whom It May Concern)*

Please accept this letter as my formal notice of resignation from the role of *{insert position}.*

I should like to give my *{insert notice period}* notice*,* effective from today’s date. My last day with *{company name}* will therefore be *{insert your last day}.*

*{Here is your chance to say something nice about the company. Don’t burn your bridges!!}* E.g. I should like to thank you for the continued support and the opportunities you have provided me with over the last…

If I can do anything to help with the transition in finding and training my replacement, please let me know.

Yours sincerely

{Your name}