

Dear [Recipient's Name],

I am writing to formally resign from my role as [Your Job Title] at [Company Name]. My effective [Last Working Day]. I have thoroughly enjoyed my time working with the company and am grateful for the opportunities and experiences I've gained during my time here.

I have made this decision after careful consideration and believe it is the right step for my personal and professional growth. I am committed to ensuring a smooth transition of my responsibilities during the notice period. Please let me know how I can assist in this process to minimise any disruptions.

I want to express my sincere gratitude to you, my colleagues, and the entire team for your support, guidance, and camaraderie. I have learned a great deal, and I will always cherish the relationships and memories I've formed.

Please consider this letter as my formal notice in accordance with the terms of my employment contract. I am prepared to work with you to create a transition plan and complete any outstanding projects to the best of my ability.

Thank you again for the opportunities you and the company have given me and I wish the team continued success in the future. Please do not hesitate to reach out if you require any further information or assistance during this transition period.

Sincerely,

[Your Name]