Resignation \_Template.docx

Your Name

Your Address

TODAYS DATE

Dear ,

Re: Resignation

I am writing to present to you my formal resignation from the post of <job title> . In accordance with my contract of DD/MM/YYYY, I propose my last working day under your employment to be <notice period, e.g. 4 weeks> from now, on DD/MM/YYYY.

Please will you assess the status of my Annual Leave, Time Off in Lieu and any other entitlements and advise in writing as to how these should be settled.

I would like to take this opportunity to thank you for the opportunities given to me throughout my time at <Company name>.

Yours sincerely,

Your name