Date

**Resignation Letter**

*NB. First check that you are meeting the time required to give notice in your work contract or agreement, or company policy.*

Dear Manager/Supervisor Name,

Please accept this letter as formal notice of my resignation from my position as Job Title at Company Name. My last day of employment will be Day, Date.

I have thoroughly enjoyed working here and appreciate all the opportunities you have given me. However, I have decided it is time for me to move on to my next challenge.

If I can be of any extra assistance during my last weeks, please let me know.

Thank you again for the opportunity, and I wish you and Company Name all the best for the future.

If you require more information, I can be contacted on mobile/email.

Yours sincerely,

Your Name