

Employer name
Company address
Town / City
County
POSTCODE

Dear (manager's name),

First paragraph: your resignation and rationale for moving on

I am writing to resign from the position of (job title) at (company / organisation name). I plan to resign from my current position as of (leaving date). (Tip: check your contract for the notice period you're required to give.) I have been offered the role of _____ or I am moving on to pursue _____. (Tip: focus on what you're moving on to do, rather than what you're leaving behind. You could say why your new position is better suited to you: a more convenient location? A career change? An improved wage?)

Second paragraph: what you have enjoyed about your current position

'During my time with (company name), I have really enjoyed _____ or I'm grateful for the opportunity you've given me to _____.

Final paragraph: moving forward and the sign-off

In the lead up to my departure, I'll prepare handover notes for all of my current responsibilities. (Tip: being proactive in your approach will help put your manager at ease and give the letter a positive note.) I want to thank you for my time with (company name). I wish you and (company name) all the best for the future. (Tip: thanking your manager, and wishing them the best for the future will help ensure their lasting impression of you is a good one.)

Yours sincerely,

Your first and last name
Contact number / Email address