



DATE

Dear **HR MANAGER/LINE MANAGER NAME**,

I write today to give notice of my resignation from the position of **JOB TITLE** at **COMPANY NAME**.

I have truly enjoyed my time here and this has been a very difficult decision to make. I have been offered a position that I believe will develop my career and allow me to reach my goals. I hope you will understand and know that I do not take the decision to move on lightly.

I will of course work my notice of **NOTICE LENGTH** as detailed in the employment contract and so my leaving date will be **DATE**. If I can help the transition in anyway, I would be more than happy to do so.

I am grateful for my time at **COMPANY NAME** and would like to thank you for the opportunities given to me.

I hope that I can rely on you for a positive reference and wish you all the best for the future.

Yours sincerely

NAME

