

Name, Position, Organisation Name and Address (each on a separate line)

Date

Dear (line manager name - eg., Mr. Smith, or first name if appropriate)

Please accept this as formal notice of my resignation from the position of (your job title and site/department/division as applicable), with effect from (normally date of the letter or receipt of letter - check your contract - if in doubt refer to date of letter).

In accordance with my contract of employment I am happy to continue to work until (date that your employment ceases according to notice period, calculated from your stated effective date of resignation).

(This part is optional:) While I believe that I am moving for good reasons, I am sorry to leave, and I thank you for your support during my time with the company, which I have found enjoyable and fulfilling.

(And if applicable :) Please let me know the arrangements for handing back equipment, company car, etc, and handing over outstanding work and responsibilities.

Yours sincerely etc.