

Name

Via (how it was sent – email, letter, handed in person)

Dear Name,

As discussed, please accept this as my formal resignation from the (positon title) at (Company name). My last working day will be (last working day).

(Name), my decision to leave (Company name), has been a big decision that I have not taken lightly. I have loved working as part of your team and have always appreciated your support and guidance. While I am excited about pursuing my new opportunity, I am sad to be leaving the (team name) and (Company name).

I would like to thank you for the opportunities you have provided to me during my time working with you, especially (list what has been authentically appreciated – specific development opportunities, guidance, promotion etc).

I look forward to continuing to stay connected post finishing with (Company name).

Please let me know how I can best assist during my final weeks of employment.

Your sincerely,

(Name)

(Personal Phone):

(Personal Email):