

MANAGER'S NAME
COMPANY ADDRESS

DATE

Dear **MANAGER'S NAME**

I would like to hand in my notice to resign from my position of **JOB TITLE**, with effect from **DATE OF LETTER**.

In accordance with my contract of employment I propose to continue to work until **EMPLOYMENT END DATE (check contract for notice period)**.

Thank you for the opportunities you have given me during my time working for you. If there is any further information that you require from me to make the transition easier, please let me know.

I would appreciate if you could advise me about the arrangements for handing back company equipment, company car etc, and handing over any outstanding work and responsibilities.

Yours sincerely

YOUR NAME