Your Name
Your Address
Your Phone Number
Your Email

Date

Name
Title
Company
Address

Dear Mr./Ms. Last Name:

I would like to inform you that I am resigning from my position as XXXXX for [insert Name of Company], effective 1st November, 20XX.

Thank you for the support and the opportunities that you have provided me with during the last [Time of employment]. I have truly enjoyed working with [insert Name of Company], and am more than grateful for the encouragement you have given me in pursuing my professional and personal growth objectives.

If I can be of any assistance during the handover period, please let me know. I will be glad to help however I can.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name