

Your Name
222 Every Road, Any Town, AA1 1BB

Mrs Jane Smith
ABC Company
All Streets
Any Town
YY1 1ZZ

(Date)

Dear Sir/Madam,

Resignation from the role of XXXXXXXX

I would like you to accept this formal letter of resignation from my position of XXXXX.

My last working day will be today, DATE and the reason for this is because (name reason here).

I apologise in advance for being unable to provide you with any notice but I will be happy to provide my contact number should anyone have any questions about the work that I have done so I can help my replacement.

Unfortunately I have not been given much choice in making my decision and I do hope that you can understand that.

I would like to thank you for providing me with the experience and skills that I have learnt whilst I have been at COMPANY NAME and it is with regret that I must leave my position at this time.

Thank you for all your help and support and I wish you, the company and my colleagues all the best for the future.

Best Wishes.

Yours sincerely

NAME SURNAME