*[Your address, phone number and personal email address]*

*[Date of writing]*

*[Recipient’s full name]*

*[Company name]*

*[Company address]*

Dear [Recipient name],

Please accept this letter as notice that I am resigning from my role as [Your role] at [Company Name]. My final day will be [Date].

I have accepted a [New role] position at [New Company Name] which is a really exciting opportunity for me, and one I felt I could not decline.

While I’m looking forward to what this will bring, I will genuinely miss working with you and the rest of the team here. The last two years have been incredibly fulfilling, and I greatly appreciate the opportunities you have given me to learn and develop myself. I know that [Business Name] and your department will continue to go from strength to strength.

I am keen to help in any way possible to make this transition as smooth as possible, and am available to help recruit and train my replacement. I will also make certain that all my clients are aware of the change, and complete all of the necessary admin tasks before my departure.

Thank you again for everything, and please feel free to contact me anytime on either [Email address] or [Phone number].

Yours sincerely,

[Your Name].