[Your Name]

[Your Address]

[Date]

Dear [Name of Recipient],

Please accept this letter as notice of my resignation from the position of [Job Title] at [Company Name]. In accordance with the notice period detailed within my employment my last day will be [Date].

I have enjoyed my time at [Company Name], and wish to take this opportunity to thank you for the help and guidance given to me during my time with the company. I wish both you and the company all the best for your future endeavours.

Finally, if there are any specific areas you would like to focus on during the handover process, please let me know.

Yours sincerely,

[Your Name]