

# RESIGNATION LETTER

To: \_\_\_\_\_ [Employer's Name]  
Company: \_\_\_\_\_ [Company Name]  
Address: \_\_\_\_\_ [Company Address]

Date: \_\_\_\_\_ [Insert Date]

Dear \_\_\_\_\_ [Manager's Name],

I hereby give formal notice of my resignation from my position as \_\_\_\_\_ [Job Title] at \_\_\_\_\_ [Company Name], in accordance with the terms of my contract of employment.

My last working day will be \_\_\_\_\_ [Last Working Day], which reflects the notice period of \_\_\_\_\_ [Notice Period Length] as required by my contract.

This decision has not been an easy one, and I would like to express my sincere gratitude for the opportunities for personal and professional development that I have received during my time with the company.

I remain committed to ensuring a smooth transition and am willing to assist in training my replacement or completing any outstanding tasks as required.

Please let me know the next steps regarding final work arrangements, handover procedures, and any paperwork needed to complete the resignation process.

Thank you once again for the opportunity to be a part of \_\_\_\_\_ [Company Name]. I wish you and the team continued success in the future.

Yours sincerely,

\_\_\_\_\_  
[Signature]

\_\_\_\_\_ [Your Full Name]

\_\_\_\_\_ [Your Job Title]

\_\_\_\_\_ [Contact Email or Phone Number]

*This template is intended as a general resignation letter in line with UK employment law, including the Employment Rights Act 1996. It does not constitute legal advice. Please review your employment contract and consult a qualified legal professional for specific guidance.*