(Your Address 1)

(Your Address 2)

(Your Address 3)

(Postal Code)

10 January, 2012

(Boss’ Name)

(Company Address 1)

(Company Address 2)

(Company Address 3)

(Postal Code)

Dear (Boss’ Name):

RE: Letter Of Resignation

Please accept this as formal notice of my resignation from the position of *(your job title and site/department/division as applicable)*, with effect from (normally date of the letter or receipt of letter – check your contract – if in doubt refer to date of letter).

I have enjoyed working for *(the company name)* and appreciate the support provided me during my tenure with the company.

This decision was not an easy one and involved many hours of thoughtful consideration, particularly with respect to my own plans for my future. I am confident, however, that this new position represents a positive move toward fulfilling my career goals. I hope you will respect my position in this matter.

My main thoughts now are to work as hard as possible to wrap up my current duties and to hand over my responsibilities as smoothly as possible.

In accordance with my contract of employment I am happy to continue to work until (date that your employment ceases according to notice period, calculated from your stated effective date of resignation).

*(And if applicable :)* Please let me know the arrangements for handing back equipment, company car, etc., and handing over outstanding work and responsibilities.

Sincerely,

*(Your Name and Signature)*