

## Resignation Letter

Contact Name  
Contact Address

Your Name  
Your Address

Date of Letter

Dear ..... ,

It is with regret that I wish to tender my resignation from my employment as an .....  
within your organisation.

Therefore I would like to give one month's notice, effective from today's date.

This decision is based purely on personal reasons, and is in no way indicative of any  
dissatisfaction with my role within your company.

I have enjoyed my time working for ..... and would like to thank everyone for the  
help and support, which I have received.

I would like to wish the company all the best for the future.

Yours Sincerely,