

Resignation Letter

Contact Name  
Contact Address

Your Name  
Your Address

Date of Letter

Dear .....

As required by my contract of employment, I hereby give you <your notice period> weeks' notice of my intention to leave my position as <your job title>.

I have decided that it is time to move on and I have accepted a position elsewhere. This was not an easy decision and took a lot of consideration. However, I am confident that my new role will help me to move towards some of the goals I have for my career.

I understand that my notice period is <your notice period> weeks but I would like to join my new employer at the earliest date. Therefore, I would like to request that you waive this notice period and relieve me of my duties immediately. Please be assured that I will do all I can to assist in the smooth transfer of my responsibilities before leaving.

I wish both you and <the name of your current employer> every good fortune and I would like to thank you for having me as part of your team.

Yours Sincerely,