[your address and contact details]

[date]

[person’s name]

[name of company]

[company address]

Dear [person’s name]

I wish to inform you that I am resigning from my position as [job title] for [name of company you work for]. My last day of employment will be [date].

I have accepted an offer of employment at [your new place of employment and job title]. [You can also say where you’re going and why you’re moving on, but you don’t have to.]

Thank you for the many opportunities I have had with [name of company]. [If you want to, you can thank your employer for their support and guidance, and briefly mention any positive memories of your workplace.]

Best wishes to you and the company for the future. Please let me know if I can be of assistance during the transition of the new person into their role.

Yours sincerely (when you know the person’s name) **or**

Yours faithfully (when you don’t know the person’s name)

[your name]