**Sample Resignation Letter template**

**(your address here)**

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Name

Company Name

Full Address

Postcode

Date

Dear XXXXX

After very careful thought I have decided to resign from my position of XXXXX. Please accept this letter as my notice of resignation, effective (insert date of the last working date of your notice period).

I am grateful for the experience and opportunities I have gained with this company, but I have now decided to accept a role with another company.

Thank you very much for the opportunity to work here and I wish the company every success in the future.

Kind regards

Yours sincerely

Signature

Name

cc: (if you believe you need to copy another department into the letter)