[Organisation name]

[Department]

[Date]

Dear [Full name] – [Position title],

Re: Notice of resignation,

Please accept this letter as formal notice of my resignation from [Organisation name] – [Position title]. My last date of work will be effective COB [Day] [Month] [Year].

It is with excitement that I have the opportunity to extend my skills within a new company, however, it is bittersweet.

I have valued the time and effort spent and I wish to take this opportunity to thank you for your guidance and support provided over the course of my tenure.

I am eager to make this transition as smooth as practicable. If there is anything, I can do to support the team, please let me know.

I look forward to seeing [Organisation name] exceed into the future.

Kind regards

[Your name]