**RESIGNATION LETTER TEMPLATE**

**[Your name]**

[Street Address]

[Suburb City Postcode]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[Suburb City Post Code]

Dear [Recipient Name],

As required by my contract of employment, please accept this letter as formal notification of my intention to leave [organisation name]. My last working day will be [date], giving [X weeks/months] notice.

During my time here, I have benefited considerably from the opportunities you have given me and I cannot commend [organisation] enough for this. I have however made the decision that it is now time for me to seek new challenges and I have accepted a role with another organisation. My decision to leave has not been an easy one and I have enjoyed being part of your team. However, I feel a fresh start will help me move closer to achieving my career goals.

I would like to take this time to wish [organisation name] a successful future. You can be confident that I will be thorough in providing a smooth handover of my responsibilities before I depart.

Yours sincerely,

**[Your Name]**