**Notice letter of resignation template**

(Recipient’s address)

(Your address and contact details)

(Date in full)

(Objective of letter – no more than 1 sentence)

(Dear Mr./Mrs./Ms./Miss insert full name),

I am writing to give you my (insert number of weeks’ notice) for the termination of my employment at (insert company name)

My last working day will be (insert date of last working day)

I am terminating my employment at the company because of (insert reason) but I have thoroughly enjoyed my time here and I’d like to thank you for allowing me to work here.

Yours sincerely,

(Insert full name)