**Resignation Letter With Notice**:

(insert your address)

(insert your contact details)

(insert employer name)

(insert employer title)

(insert company address)

(enter date that letter is written)

Dear Mr/Mrs/Miss/Ms/Dr (employer name),

I am writing this letter to inform you that I will be resigning from my position as (insert job title) at (insert company name), effective in two weeks/one month. My last day of work will be (enter date).

During my (enter period of time) working with you at (company name), I feel I have grown professionally and gained invaluable experience that will benefit me in any future career. This was not an easy decision and I will miss my job here at (company name) as well as the people.

I have decided to resign due to (enter reason and explication). I thank you for all the support you have given me and wish you the best with all of your future endeavours.

I am happy to provide as much help as I can during the transition period and please contact me should there be anything you need.

Respectfully,

(hand signature for typed letter)

(your full name)

(contact details optional)