

[INSERT DATE]

Dear [INSERT MANAGER'S NAME],

Please accept this letter as notice of my resignation from the position of [INSERT JOB TITLE] at [INSERT COMPANY].

Although this has been a difficult decision to make, I have been offered an opportunity that I believe will help me reach my long-term career goals. I hope you will understand my reasons for moving on.

As per the terms of my employment contract, I will continue to work for the company for the next [INSERT NOTICE PERIOD LENGTH], completing my employment on [INSERT LAST DAY YOU INTEND TO WORK]. If there are any areas in particular you would like me to focus on during my notice period, please let me know.

I have enjoyed being a part of the team and am thankful for the opportunities you have given me during my time here. I owe a great deal to the company and wish you all the best in future endeavors..

I hope that I can rely on you for a positive reference in future.

Yours sincerely

[INSERT NAME]