

## Resignation Letter

Dear \_\_\_\_\_

Please accept this as formal notice of my resignation from the position of \_\_\_\_\_, with effect from \_\_\_\_\_.

In accordance with my contract of employment I am happy to continue to work until \_\_\_\_\_.

While I believe that I am moving for good reasons, I am sorry to leave, and I thank you for your support during my time with the company, which I have found enjoyable and fulfilling.

Please let me know the arrangements for handing back equipment, company car, etc, and handing over outstanding work and responsibilities.

Yours sincerely,