[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: LETTER OF RESIGNATION**

Dear [CONTACT NAME],

This is to inform you that an opportunity has presented itself that will enable me to work in the area of my
stated preference, which is [DESIGNATE]. I believe the reasons leading to this decision are known by you and I will therefore leave them unsaid at this time OR As much as I enjoyed working with you, I cannot let this opportunity pass me by.

I am therefore tendering my resignation and wish to advise you that [DATE] will be my last day of employment. I will, of course, assist you in any way possible in training my replacement and ensuring all impending matters are passed on to the appropriate people.

I would like to thank you for the experience of having worked for [YOUR COMPANY NAME], a truly outstanding organisation, and offer my best wishes for your continued success.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

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