



SPECIMEN RESIGNATION LETTER - STRAIGHT TO THE POINT

Dear *(the recipient's name is entered here)*

As required by my contract of employment, I hereby give you *(your notice period entered here)* weeks' notice of my intention to leave my position as *(your job title entered here)*.

I wish you and *(the name of your current employer entered here)* every good fortune and I would like to thank you for having me as part of your team.

Yours sincerely