



## SPECIMEN RESIGNATION LETTER - MOVING TO ANOTHER COMPANY

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 have decided that it is time to move on and I have accepted a position elsewhere. This was not an easy decision and took a lot of consideration. However, I am confident that my new role will help me move towards some of the goals I have for my career.

Please be assured that I will do all I can to assist in the smooth transfer of my responsibilities before leaving.

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