**Your Name**

Address:

Today’s date:

Dear *[Manager’s Name]*,

I am writing to formally notify you of my resignation from my role of *[job title]*. My last day with *[company name]* will be *[date]*, in accordance with the notice period duration outlined in my contract.

After plenty of deliberation, I have decided to move on because I feel my career progression opportunities are limited at *[company name]*. In the best interest of my future and in order to achieve my career goals, I feel that it is now the right time to move on.

It has been a pleasure being an employee of *[company name]*. I truly appreciate all the professional support you have provided whilst I have worked in your team, and I wish you all the best for the future.

If I can be of any assistance in terms of supporting a smooth transition over the next *[notice period in weeks]*, please do let me know how - I’m happy to help.

Best wishes,

*[Signature]*

**Your Name**