**RESIGNATION LETTER 1**

Dear **(insert managers name here)**

I write to confirm that I am resigning from my position as **(insert job title 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 to move towards some of the goals I have for my career.

My contract of employment requires me to work here for a further **(insert notice period)** from the day I give notice. Therefore I intend for my last day to be on **(insert final work day date).**

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

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

Yours sincerely,

**RESIGNATION LETTER 2 – MANAGE NOTICE PERIOD DOWN**

Dear **(insert managers name here)**

I write to confirm that I am resigning from my position as **(insert job title 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 has taken a lot of consideration.

However, I am confident that my new role will help me to move towards some of the goals I have for my career.

My contract of employment requires me to work here for a further **(insert notice period here)** from the day I give notice. However, I wish to request that you release me at an earlier date because my new employer needs me to start work on **(add start date of new job)**. Please be assured that I will do all I can to assist in the smooth transfer of my responsibilities before leaving.

I wish both you and and **(insert your current employer here)** every good fortune and I would like to thank you for having me as part of your team,

Yours sincerely,