

[Insert date]

**PRIVATE AND CONFIDENTIAL**

[Name]

[Street address]

[Suburb] [State] [Postcode]

Dear [Name]

**Resignation Letter**

I would like to inform you that I will be resigning from my position as [INSERT POSITION], with effect from close of business on [insert date]. I understand that my final day of employment will be [insert date].

I would like to thank you for the opportunity to work within [INSERT COMPANY NAME] and please accept my best wishes for the future success of the business.

Yours sincerely,

[Employee's name]

[Employee's title]