[Your full name]  
[Your phone number]  
  
[Dd/mm/yyyy]

[Mr./Ms Full name]  
[Title]  
[Company name]  
  
Dear [Name]  
  
Please accept this letter as my formal notice of resignation from[Company name] as [Your title]. I intend that [Date] will be my last full day and hope that the 4 weeks’ notice I have given will be sufficient to find a suitable replacement. Also note that I will be more than happy to complete a full handover and train the successful candidate to ensure a smooth transition.  
  
I am thankful to have worked for such a considerate employer and will always be grateful to have been able to develop my skills as a [Profession].

Sincerely,  
[Your signature]