[]

[Name]

[Employee Address]

[Employee Address]

Dear []

It is with [] that I hereby tender my resignation from [c] effective []. As I am required to give [] weeks’ notice, I calculate that my final day with the business will be [].

I would like to thank [] for the support and opportunity that I have been afforded in my time here. Furthermore, I would like to wish [] every success in the future.

Yours sincerely,

[]