

My Address
My Address Line 2
My Address Line 3
My Town
My Postal Code

Today's Date

Dear {the title and surname of your line manager or the first name of your boss, if appropriate e.g. Mrs Carter or Helen}

I wish to tender my resignation from the post of {Job Title} with effect from {put the day and the date here e.g. Friday 31st March 2008}.

Your sincerely

{Your Full Name e.g. Helen Carter (Mrs) }