

 **LETTER OF RESIGNATION
EXAMPLE**

[Your name and address]

[Name and address of organisation]

[Place], [date]

**Subject: Request for resignation**

Dear [name employer],

With this letter I would like to formally inform you that I want to leave [company name]. I hereby terminate the employment contract. Taking into account the contractual notice period of [duration of notice period], my contract will end on [current date plus notice period].

[if necessary, enter reason for resignation]

I will handle any current affairs as well as possible. I am also willing to hand over my work to my successor.

I would like to thank you for the good cooperation and the development opportunities I have had at your company. I wish you and the company all the best for the future.

Kind regards,

[signature]

[your name]