Dear <name>

This is to inform you that I am resigning from my position as <job title> with <company’s name>. My last day of employment will be <date>.

After much consideration, I have decided to move on to a new challenge and have accepted a position elsewhere. I assure you that I remain dedicated to my role until I leave and will do everything necessary to ensure a smooth handover.

I am most grateful for the support and opportunities that I have been given at <company’s name> and wish you and <company’s name> all the very best for the future.

Yours sincerely

<signature>

<your name>