**<Your name>**   
<Your address>  
Email: <Your email>  
Telephone: <Your telephone no.>

Date: <Resignation date>

**<Company name>**   
<Company address>  
Email: <Company email>   
Attention: <Name of person to whom the letter is to be addressed>

**Re: Resignation from the position of <Your position/designation> of the company**

I hereby tender my resignation from the position of <Your position/designation>. Please accept this letter as notice of my resignation.

As per the terms of my contract I intend to continue working through to the end of my notice period of: <notice period>.  
  
Consequently, I calculate my last day of work to be <last date of work>.

Please confirm acceptance of my resignation and issue my relieving letter. Please also feel free to contact me to discuss any other matters which may need to be addressed prior to my departure.

Yours sincerely,

<Your name>