

Mr. A. Employee
1, My House
Any Street
This Town
PO57 3DE

Date

Mrs. A. Manager
The Company
Employment Street
That Town
PO57 3DE

Dear Sir/Madam,

Resignation with one weeks' notice

I would like you to accept this letter as my formal resignation from my position of JOB TITLE.

I am resigning from my current role of JOB TITLE because of (REASON). In accordance with my contract of employment, I am giving you one weeks' notice which makes my last working day/date with COMPANY NAME XXXX.

I would be grateful if you would forward my final payslip and P45 to my address as stated on this letter and I understand that my final pay will include any holiday pay that I have not taken during this holiday year.

Thank you for giving me the work experiences that you have, I feel I have learnt a great deal and this has helped me to continue to pursue a career I love. I feel that COMPANY NAME has a very bright future and I hope that you all continue to enjoy the successes.

Wishing you all the best and success for the future.

Best Wishes.

Yours sincerely

NAME SURNAME