# Resignation letter template

A template letter for employees to use to resign from a job and give notice. You can adapt this to your needs and situation.

Do not use this template if you believe you have no choice but to resign. This could be because of something your employer has done, for example if you believe there has been a serious breach of your contract. This can change how much notice you need to give.

For advice on how much notice you'll need to give, [read Acas’s advice on notice periods](https://www.acas.org.uk/notice-periods).

Instructions or options to fill in this template are in [square brackets].

[Your personal address]

[Today's date]

[Manager's name]

[Business or organisation name]

[Business address]

Dear [name of manager],

Please accept this as notice of my resignation from the position of [your job title] at [business or organisation name].

Since my notice period is [X weeks/months], I believe my last day will be [date]. Please let me know if that is incorrect.

[Optional] Please let me know how much accrued holiday and pay I am owed.

[Optional – adapt this for your personal circumstances and relationship] Thank you for the support you have given me during my time at [business or organisation name]. Please let me know if there is anything you need from me before I leave.

Yours sincerely,

[Your name]