

Notice Period Sample

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Supervisor's/Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Notice of Resignation/Termination

Dear [Recipient's Name],

I am resigning from my position at [Company Name], effective one month from today. I have truly enjoyed my time at the company and feel privileged to have worked alongside such talented and fabulous colleagues. Thank you for your guidance during my time here, which has been an honour.

However, I have recently received an offer for a job that has always been my dream, and it is time for me to take my passion to the next level. I hope my contributions to the company have been valuable, and I am grateful for all the opportunities I have had here.

Please let me know how I can best assist during this transition period, and I will do my best to make the process as smooth as possible for you and the company.

Thank you again for everything.

Sincerely,

Applicant's signature on the hard copy

Applicant's name