Workplace Hero

Resignation letter template

Free UK workplace template | Replace every [placeholder] and remove the guidance before sending.

Your formal letter

[Your name]

[Your address or email - optional]

[Date]

[Manager's name]

[Organisation]

Subject: Formal notice of resignation

Dear [Manager's name],

Please accept this letter as formal notice of my resignation from my position as [Job title] at [Organisation].

In accordance with my notice period of [Notice period], I understand that my final day of employment will be [Date]. Please confirm this date in writing.

Thank you for the opportunities and experience I have gained during my time with the organisation.

I will work to ensure an orderly handover of my responsibilities during my notice period.

Kind regards,

[Your name]

The thank-you paragraph is optional. Page 2 includes neutral wording, an email opening and a request for shorter notice.

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Alternative wording and final checks

These are ordinary-resignation examples, not legal advice. Choose only the wording relevant to your circumstances.

Email after a conversation

Subject: Formal notice of resignation - [Your name]

Dear [Manager's name],

Following our conversation today, please accept this email as formal confirmation of my resignation from my role as [Job title] at [Organisation].

I am giving [Notice period] notice and understand that my final day of employment will be [Date]. Please confirm this date and any handover arrangements in writing.

Kind regards, [Your name]

Neutral closing

I will carry out my duties during my notice period and support an orderly handover of my responsibilities.

Use this instead of the thank-you paragraph if you prefer a factual tone. You do not usually need to explain why you are leaving.

Requesting a shorter notice period

My contractual notice period is [Notice period], giving an expected final day of [Date]. I would like to request an agreed earlier leaving date of [Proposed date]. Please confirm whether this can be agreed in writing. Until agreed otherwise, I understand that my existing notice obligations remain in place.

Before you send

1. Check your contract, the required notice and the correct recipient.

2. Confirm how notice takes effect and your proposed final employment date.

3. Replace all placeholders; keep a copy and ask for written acknowledgement.

4. Agree handover, unused holiday, final pay, equipment return and your P45.

If you believe a serious employer breach has forced you to resign, seek advice from Acas, your union or an employment adviser before using a standard letter. Do not assume a request for shorter notice allows you to leave immediately.

Further guidance: acas.org.uk/resignation/how-to-resign | acas.org.uk/notice-periods/notice-when-resigning