***Important note:***

*Please note that this letter should be personalised depending on your situation, namely the fields highlighted in yellow. Remember to delete this note.*

Mr/Ms

Your name

Your address

**Registered letter**

Name of your employer

Address of your employer

Place, date

**Resignation**

Dear Mr/Mrs

In accordance with the period of notice of X months/weeks/days, I hereby notify you that I will terminate my employment contract effective DD Month YYYY.

I would like to thank you for the trust you placed in me and for our pleasant working relationship and would kindly ask you to provide me a favourable reference at the end of our employment relationship.

Yours sincerely

Name and signature