

Your Name
Date

Dear _____,

Please accept this letter as notice of my resignation from my position as _____.

I received an offer from a great company where I can expand my knowledge and grow my skills. After careful consideration I realized that this is the right move for this stage of my career.

My last working day will be _____. During my notice period I will gladly assist with the handover of my duties/projects and I will assist in training a replacement developer if required.

Thank you for employing me at _____. It has been a pleasure working with you and growing the business with you. I have learned a lot during my time here and I wish you and _____ all the best.

Kind Regards,
