Dear [employer’s name],

Please accept this message as formal notice of my resignation from the position of [job title] at [company name]. As per the terms of my employment contract I am giving [number of weeks] notice, and my last day at the company will be [date].

Despite having thoroughly enjoyed working with you, I feel that my current position does not have much room for professional development, which is an important job satisfaction factor for me. Thus, I will be pursuing a role with greater career growth opportunities.

Everything I have learned under your guidance has been invaluable and I am sure will prove useful as I move forward. While I am excited to be pursuing new opportunities, I will continue to fondly remember my time at [company name].

Please let me know how I can be of help to the team during my last few weeks. Once more, I would like to thank you, and I hope that we can stay in touch.

Sincerely,

[your name]