

Musterstadt, XX.XX.20XX

Firma
Nr + Strasse
Plz. + Ort
Großbritannien

Maria Mustermann
Mustergasse 2
32100 Musterstadt

Subject: Resignation of my position as (Berufsbezeichnung, *Anmerkung: diese Zeile nur in den USA*)

Dear (Name des Personalchefs ect.),

(Nur in Großbritannien: Subject: Resignation of my position as (Berufsbezeichnung))

With this letter, I am resigning from / quitting my position as a (Position) on (Kündigungsdatum, zuerst der Monat, dann der Tag, z.B. May 31).
This provides you with (Frist, z.B. two weeks) respite to plan my replacement.

(
Optional:

Working at (Name der Firma) for the past (Länge der Arbeitszeit in dieser Firma, z.B. ... months/years) was a great pleasure to me / a chance that I am very thankful for.
I always have enjoyed my colleagues and the company provided an excellent work environment for me.

This is a new job opportunity for me, and I have worked towards it for ... years. So, I will take this new professional perspective even though I have to leave (Name der alten Firma). My new job will start on (erster Arbeitstag im neuen Job).

My memories of (Name der alten Firma) will be positive, I will miss my ex-colleagues and of course, you, my employer.

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Yours sincerely (oder: With best regards)

M.Mustermann
Maria Mustermann