

S

<<Employee's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Recipient's Name>>  
<<Company / Employer's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear << >>

**Re: Resignation Option**

[As you will be aware, I am currently on leave and have been since <<Date>>. I am expected to return to work on <<Date>>.]

OR

[As you will be aware, I am due to return to work on <<Date>>.]

I have decided that I would prefer to leave <<Company / Employer's Name>> at the end of my adoption leave. My employment requires me to give at least <<Length of notice required>> to you <<Length of notice given>> of my intention to leave my position as <<Position>>.

This was not an easy decision to reach as I have spent with <<Company / Employer's Name>>. I have however decided that my adoptive child at this time. Please do not hesitate to inform me of any changes to assist in the transfer of my responsibilities before leaving. [I will be very touch days for this purpose.]

I would finally like to take this opportunity to thank you <<Company / Employer's Name>> for your support and guidance in the <<company, business etc.>>

I look forward to hearing from you.

Yours sincerely

<<Name & Title>>

A

M

P

L

E