[enter date]

[enter employer business name and address]

Dear [enter name of manager or other person notice is to be given to in your employment agreement]

I am giving you notice that I am resigning from my job as [enter job title] with you.  My last day of employment will be [enter date]. *(make sure you count out your notice period correctly and that you are giving at least your contractual notice period from the date this notice is given – if your employment agreement has no notice period visit* [*www.employment.govt.nz*](http://www.employment.govt.nz) *for more information about notice periods)*

Please let me know:

* if there is anyone you would like me to hand over my work to during this time
* the details for handing back my [access card/key, work mobile phone, uniform, tools, laptop etc]
* if there is anything else I need to know or do before my last day
* when I will receive my final pay and the details of that final pay
* what my last working day will be before the end of my employment.

Thank you for my time at [enter employer business name]. [enter details of what you have enjoyed during your job, and any reasons for leaving the job, such as a new job or moving, that you want the employer to know, or delete]

[You can add options such as:

* ‘I would like you to provide me with a written reference, please let me know if you will do this for me’
* ‘I would like you to be a verbal referee for me, please let me know if you will do this for me?’]

Regards,

[enter your name and contact details]