

## Sample Resignation Letters

[Your Name]  
[Street \* City \* State \* Zip Code]  
[Phone # \* email]

[Today's date]

[Recipient's name]  
[Company name]  
[Address]  
[Address]

Dear [Recipient's name]:

(Choose one)

I have decided to tender my resignation. My last day will be [date].

Please accept this letter as my notice of resignation, effective [date].

This is to formally notify you that I am resigning from [company name] as [title]. [Date] will be my last day of employment.

(Choose one or more)

\*Thank you for the opportunity to work for such an outstanding organization.

\*This wasn't an easy decision, because I am grateful for the rewarding employment I've had with [company name]. But after long hours of consideration, my decision is now final and I have accepted a position with another company.

\*I hope a two-week notice is sufficient for you to find a replacement for me. If I can help to train my replacement or tie up any loose ends, please let me know.

\*I made this decision, not because I'm unhappy with the opportunities you've presented, but as a strategic career move. It's been a great pleasure working with you and representing the company. I wish you and [company name] continued success.

(Choose one)

\*Please feel free to call on me if I can help ensure a smooth transition.

\*Thank you very much for the opportunity to work here.

\*Sincere thanks and best wishes for the future.

Sincerely,

[Sign here]

[Your name, title]