

**[Your Name]**  
**[Street Address]**  
**[Street Address 2]**  
**[City, ST ZIP Code]**  
**[Phone number]**  
**[E-mail address]**

May 31, 2012

**[Recipient Name]**  
**[Title]**  
**[Company Name]**  
**[Street Address]**  
**[Street Address 2]**  
**[City, ST ZIP Code]**

Dear **[Recipient Name]**:

I am writing to let you know that I have resigned my position as **[job title]** at **[Company Name]**. After **[number of years]** years with **[Company Name]**, I am ready for new challenges.

I am interested in finding a position as a **[job title]** where I can use my skills in **[area of expertise]** and improve my knowledge of **[area of knowledge]**.

If you are aware of any associates or friends who might be looking for an employee with my skills and interests, please forward the enclosed resume to them. Regardless of whether you are able to help me in my job search, I appreciate your time in considering my request.

Sincerely,

**[Your Name]**  
Enclosure