

Sample Resignation Letter

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

I would like to inform you that I am resigning from my position as [Job Title] for [Company Name], effective [Date].

Thank you for the opportunity to work for you. I greatly appreciate the professional and personal development that you have provided me during the last [Number of Years] years. I enjoyed working for the [company, agency] and appreciate the support provided me during my tenure with the company.

If there is anything I can do to help make this a smooth transition, please let me know.

Sincerely,

Your Signature

Your Typed Name