Resignation Letter Template (Courtesy of igMedical; irvingtongroup.com)

Date
Your Boss's Name Your Employer's Name Address City, State Zip
Dear Boss's Name,
Please accept this letter as resignation of my position as, with my last day being, 2006.
My decision to resign was made after long and careful consideration. I want to express my sincere gratitude for a rewarding employment experience with and with you personally. This decision to pursue another opportunity was not an easy one. However, it is the right for me at this time as I work toward fulfilling my personal and professional goals.
My efforts until my end date will be to wrap up my projects here and turn over my responsibilities as smoothly as possible. Please let me know what you expect so this process is completed to your satisfaction.
Again, thank you for all support and understanding.
Sincerely,
Your Name