



## Resignation Letter

A resignation letter can help you maintain a positive relationship with your old employer, while paving the way for you to move on. You never know when you might need that previous employer to give you a reference, so it makes sense to take the time to write polished and professional resignation letters. Your resignation letter also provides official notice that you're terminating your employment with the company.

### Today's Date

**Chris Smith**

**Job Title**

**Name of Employer**

**Street Address**

**City, State Zip Code**

**Dear Ms. Smith:**

I am writing to inform you of my decision to resign from Goldco, Inc. effective March 1. I have greatly enjoyed working for you for the past five years. I feel that I have learned a lot, and grown professionally during my time at this company.

Thank you for your understanding of my decision to leave the company, and all your support over the years. I wish you all the best for your continued success.

Please feel free to contact me with any questions about the projects I have been working on.

Respectfully,

**Signature (Hard Copy)**

**Joe Smythe**