

Sample - Resignation Letter

Your Information:

Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

E-mail: _____

Date: _____

Employer Information:

Name and Title: _____

Business Name: _____

Address: _____

City, State, Zip Code: _____

Dear Mr. /Ms. Last Name: _____

I would like to inform you that I am resigning from my position as

_____ from _____, effective

(Position or Title)

(Name of Business)

_____.

(Date)

Thank you for the opportunities for professional and personal development that you have provided me during the last _____.

(Length of time employed)

I have enjoyed working for the _____ and appreciate

(Name of Business)

the support provided me during my time with the company.

Sincerely,

(Signature)

(Typed Name)