

# Sample Resignation Letter

A basic four paragraph resignation letter format is outlined below as a sample. The purpose of this letter is to inform and build goodwill. Feel free to customize this letter to fit your situation, just always keep it simple and polite.

[Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name]

## **1. The Facts:**

This letter serves as my resignation. My last day of employment will be [Date], two weeks from today.

## **2. The How and Why:**

Leaving [Company's Name] was a very difficult decision. I was recruited to this position and I want you to know it took numerous prodding to create any interest on my part. Once I finally took a look at the opportunity, it offered such significant career growth and challenge that professionally speaking, I could not turn it down.

## **3. The Thank You to Your Boss:**

[Recipient's Name], thank you for your mentorship and guidance over the years. You have made important contributions to my professional development. I enjoyed working with you and wish you all the professional and personal success possible.

## **4. The Goodwill Close:**

I intend to make this transition as smooth as possible. I will do my best to tie up loose ends before I leave. Of course, I am available to help at any time. I will give you my number so you can reach me if there is a need. I appreciated my time there and will always speak highly of this company as an employer.

Sincerely,

[You Signature]