

SAMPLE RESIGNATION LETTER

Date

Name

Company Name

Address

City State Zip

Subject: Voluntary Resignation of _____*Your Name*_____.

Dear *Name*:

This will constitute my notification to you of my resignation from _____*Company*_____ effective _____*date*_____.

Please accept my sincere gratitude to both you and _____*Company*_____ for the opportunities extended to me during my time with your company. My decision to resign was reached after much thought; however, I have accepted a position with another company which will be in the best interest of my family and my career. Please understand that I am not in a position to consider an alternative offer from _____*Company*_____ since my decision to resign is final.

Again, thank you very much for all your past courtesies.

Sincerely,

Your Name