

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Resignation

Dear :

It is with great regret that I inform you that as of Date, I will officially resign from my position of at Company because I will be relocating to another state.

I truly appreciate all of the support and training I received while an employee of Company and I thank you for the opportunity to work for such a stellar company.

Sincerely,

N A M E