

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 :

This is to inform you that as of Date I will officially resign from my position of at
Company because I have accepted a position at another firm.

Sincerely,

N A M E