

SAMPLE RESIGNATION LETTERS

[DATE]

Manager's Name
9000 LBJ Freeway
Dallas, Texas 75243

Dear [MANAGER]:

I have enjoyed the opportunity to work for ABC COMPANY, and have appreciated the chance to learn and grow in the XXXXX industry. However, I have decided to pursue an opportunity that is more in line with my professional interests.

This letter serves as my formal resignation, effective immediately. I feel it would be counter-productive to your current staff for me to stay for any period beyond my two-week notice, and during that time I will work with you in earnest to complete any outstanding projects assigned to me.

MANAGER, I would like to wish you and your organization the very best in its future and hope that we can stay in touch.

Sincerely,

Johnny Newjob
3033 South Smith Drive
Dallas, Texas 75043

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[DATE]

Manager's Name
9000 LBJ Freeway
Dallas, Texas 75243

Dear [MANAGER]:

I have enjoyed my time with our organization these past several years, but I have decided to take a new position with another company. What I have learned from you and with this organization I will always value and take with me in the future.

I am committed to serving two weeks' notice to help you and the team here with any transition that is necessary.

Please accept my gratitude for this opportunity with you and the team here. I want to wish you the very best and hope we can stay in touch in the future.

Sincerely,

Bob Jobber