

Resigning from your current position can be a stressful experience. The best and easiest way to go about resigning is in writing. A sample resignation letter is below. Your written letter of resignation becomes a permanent part of your personnel file, and eliminates the possibility of your employer mistakenly telling others that you were laid off or fired, which often happens years down the road.

Please Note: Two week's notice is customary, even at the highest executive levels.

SAMPLE RESIGNATION LETTER FORM

Date: _____

Name:

Title:

Company Name:

Address:

City, State, Zip:

Dear _____:

I hereby resign my position with _____, effective _____ (two weeks from today.).

I have accepted an offer of employment with another company. The position I have accepted offers growth in line with my career objectives.

I appreciate the years I have spent with _____, and will always recommend _____ as an excellent employer. That having been said, please understand that my decision to make a change has been thoroughly planned, thought through, and is final. It is my hope that you will accept this resignation as final, and allow me to aid in preparing a smooth transition for my replacement.

I will advise you of my new address as soon as I am settled in the new location. I would appreciate it if you would make sure my new address is entered into my personnel file, so that tax and other information relating to my employment with _____ can be appropriately forwarded to me.

Thanks for your assistance.

Very truly yours,
