

(SAMPLE RESIGNATION LETTER)

(Your Name)
(Address)
(City, State and ZIP)

(Direct supervisor)
(Company name)
(Address)
(City, State and Zip)

Date

RE: Notice of Resignation

Dear _____:

As of this date, I wish to formally tender my notice of resignation. I have accepted a position with another firm and have given my personal and professional commitment to begin work with that organization on or before (two weeks from notice).

During my tenure at (Current Company) I enjoyed the opportunity to work with you and others within the company, however, I feel it is in the best interest of my career to make this change at this time.

Please understand that I am not in a position to consider an alternative offer from (Current Company) since my decision to resign is final.

I wish you the very best in your career and hope our paths will cross again in the future.

Sincerely,

cc: Branch Manager
Personnel Director

(ALTERNATIVE RESIGNATION LETTER)

(Your Name)
(Address)
(City, State and ZIP)

(Direct supervisor)
(Company name)
(Address)
(City, State and Zip)

RE: Notice of Resignation

Date

Dear _____:

Please accept this letter as my official notice of resignation. I appreciate the professional experiences we have had together at "Company name". However, I have now made a commitment to another organization and will be starting with them in two weeks.

It is my intention to work as much as possible over the next two weeks to make my resignation as smooth as possible. I want to leave on a positive note and ensure that my current business is transitioned to you.

Please do not take my departure personally. An opportunity is in front of me that I am excited about, and I have already given them my commitment. My decision is made, and I hope that you can be happy for me. I wish you the very best in your career and hope our paths will cross again in the future.

Sincerely,