

[Your Name]

[Street • City • State • Zip Code]

[Phone # • Fax phone # • Messages phone # • Email]

[Date today]

[Recipient's name]

[Company name]

[Address]

[Address]

[Address]

Dear [Recipient's name]:

Please accept this letter as my notice of resignation, effective [date].

This wasn't an easy decision, because I am grateful for the rewarding employment I've had with [Company name]. But after long hours of consideration, my decision is now final and I have accepted a position with another company.

Sincere thanks and best wishes for the future,

[Sign here]

[Your name, title]

cc [Names for copies]