

[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]:

This is to formally notify you that I am resigning from [company name] as [title]. [Date] will be my last day of employment.

Thank you for the opportunity to work for such an outstanding organization.

Sincerely,

[Sign here]

[Your name, title]

cc [Names for copies]