

[Your Name]

[Street • City • State • Zip Code]

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

[Date today]

[Recipient's name]

[Company name]

[Address]

[Address]

Dear [Recipient's name]:

Please accept this letter as a notice of my resignation from my position as [Job Title] as of [Date].

I appreciate the opportunities for professional development that you have provided me over the past six years. I have enjoyed my tenure at [Company name] and in particular feel honored to have been a part of such a supportive team.

If I can be of any help during this transition, please let me know. I will make sure all my reports are updated before my last day of work.

Thank you again for the opportunity to work at [Company name]. I wish you all the best and look forward to staying in touch. You can email me at {Email}. Please note that my decision is final and irrevocable.

Sincerely

[Sign here]

[Your name]