

EXAMPLE

Resignation Letter

Date

Current Employer Company
Current Employer Address
Current Employer City, State, Zipcode
Attn: Current Supervisor

Dear Current Supervisor,

The purpose of this letter is to serve notice of my resignation from [Current Employer]. I have a wonderful opportunity that I am quite excited about moving on to because it will enhance my career as well as what I provide for my family.

I want to thank you personally for [state something specific that relates to your relationship with your supervisor] [examples: leadership provided, mentorship, environment where you could grow professionally, environment where you could excel, etc.] I am leaving my employment with [Current Employer] with very positive thoughts and feelings and remain thankful for our association.

My last day of employment will be [specific date]. I will return all company property and debrief you on my work at your convenience and direction.

Once, again, thank you for a very good association with you and [current company].

Sincerely,

Name