

Sample Resignation Letter

This is a sample resignation letter. Note how the author remains polite and courteous.

(Date)

Dear _____:

Please accept this letter as my formal resignation as (Title) for (Company) to become effective as of (Date). I have accepted a position that will offer me more challenges and opportunity for advancement, as well as allow me to broaden my experience and knowledge.

I want to take this opportunity to thank you for your time and efforts in my training and advancement during the past (Time). The support and concern shown by you and the rest of the management team has been deeply appreciated.

My efforts until my end date will be to wrap up my projects here and turn over my responsibilities as smoothly as possible. Please let me know what you expect, so this process is completed to your satisfaction.

I leave (Company) with no animosity or ill will and wish you and your company continued success.

Sincerely,

(Your Name)