

You're Name

Street Address

Phone Number/Cell phone number

Email Address

Date

Employer Name

Job Title

Street Address

*Salutation:* Dear Mr./Mrs./Ms. Last Name (formal) OR Dear First Name (informal)

*Opening Paragraph:*

This is where you should state your intention to resign your position and the date on which you intend to leave. Stating the specific reason(s) for your departure is not required.

*Middle Paragraph:*

In this paragraph, you should add a few lines that thank your employer for the opportunities and experiences you have had during your time with the company.

*Closing Paragraph:*

You can end your letter by offering to assist with the transition in whatever way is appropriate, helping to train your replacement perhaps, or ensuring that projects you are working on will be completed before you leave. Offering your good wishes for the success of the company and the most convenient way to contact you in the future could also be added here.

*Closing:* Best wishes for your continued success; with warm regards

*Signature:*

Handwritten Signature