Ms. Josephine Boss
Chief Executive Officer
Acme Company
456 Main St.
Philadelphia, PA 12345

Dear Ms. Boss,

I am writing to formally notify you that I am resigning from my position as Administrative Assistant with Acme Company.

My last day of employment will be January 14, as per the responsibilities under the terms of my employment contract.

I appreciate the opportunities I have been given at Acme and your professional guidance and support. I wish you and the company success in the future.

Yours sincerely,

Signature (hard copy letter)