Your Name  
Your Street Address  
City, State, Zip Code

Date

Recipient Name  
Job Title  
Company Name  
Company Street Address  
Company City, State, Zip Code

Dear Mr./Mrs./Ms Last Name

This letter is to notify you that I am resigning my position as Job Title with Company Name effective Full Date. In accordance with my contract of employment my last day of employment will be on Full Date.

I have enjoyed my time here very much and I want to thank you and the department for the encouragement and support I have received. It is largely due to the excellent experience I gained working for this company that I am now able to pursue a new career opportunity.

Please know that I am available to help in any way that will make my departure as smooth as possible for the company. I want to wish everyone the best of luck and success for the future.

Sincerely,

You’re Signature

Your Full Name

Your email address