Resignation Letter Layout

Contact information:

Your name

Your address

Your phone number

Your email address

Date

Employer contact information:

Name

Title

Organization

Address

Salutation:

Dear

Mr./Ms. last name, First paragraph: The first paragraph of your letter should state that you are resigning and give the date when your resignation is effective. Middle paragraph: The next section of your resignation letter (optional) should thank your employer for the opportunities you have had during your employment with the company. Final paragraph: Conclude your resignation letter (optional) by offering to assist with the transition. Complimentary close: Respectfully yours, Signature: Handwritten signature