You’re Name

You’re Address

Your City, State, Zip Code

You’re Phone Number

You’re Email

Date

Name

Title

Organization Address

City, State, Zip Code Dear

Mr. /Ms. Last Name:

I would like to inform you that I am resigning from my position as Account Executive for the Smith Agency, effective August 1. Thank you for the opportunities for professional and personal development that you have provided me during the last three years. I have enjoyed working for [name of organization] and appreciate the support provided me during my tenure with the company.

If I can be of any help during this transition, please let me know.

Sincerely,

You’re Signature

Your Typed Name