Date

Ms. Jane Boss

XYZ Company,

Inc. 100 Main Street

City, State Zip

Dear Ms. Boss

Please accept this letter as my official notice of resignation. I appreciate the professional experiences we have had together at XYZ. However, I have now made a commitment to another organization and will be starting with them in two weeks. It is my intention to work as much as possible over the next two weeks to make my resignation as smooth as possible. I wish to leave on a positive note and will do all I can to transition my responsibilities to you accordingly. To avoid any embarrassment for either of us, I wish not to be approached with any counteroffers. My decision to leave XYZ was carefully considered and is final. Please do not take my departure personally. An opportunity lies ahead that I am truly excited about and I hope to continue to maintain a professional relationship with you in the future.

Thank you for your understanding.

Sincerely,

xxxxxx xxxxxxxxx