15 August 2011

Name/Last Name

Address

Address

**Memorandum**

Subject: Letter of Resignation re**: Name**

To Whom It May Concern:

This letter serves as my official resignation from the role of staff consultant at **Company Name**. My resignation is to be effective immediately upon transfer of knowledge and responsibility at the discretion of my engagement partner.

This decision has not been easy, and I have considered the consequences and options for some time now. In the end, personal reasons have resulted in my desire to resign from my position.

I have the utmost respect for **Company Name,** and I will continue to refer interested candidates to the company with the highest of recommendations about work environment, quality of professionals at the firm, strong values, and level of experience gained. However, I have found that my personal passions and career intentions do not currently align with my role and function at **Company Name.**

In my time with the company I have gone out of my way to exceed expectations in every way possible and to develop strong relationships with everyone I have met. I have endeavored to deliver beyond what the client expects in a timeframe shorter than required. In every way possible, I have attempted to live the **Company Name** values. Because of this, I hope the possibility of one day returning to the firm in a different capacity will remain open.

It has been a privilege and a pleasure to work under the great name of **Company Name**. I have gained immeasurable insight into the corporate world and I will forever be indebted to the firm for giving me a strong foundation in business.

Please accept this resignation with my most sincere respect.

**My Name**