Sample Resignation Letter

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your 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 five years. I have enjoyed working for the agency 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,

Your Signature

Your Typed Name

ample Resignation Letter #1

This example is a very general letter that you can produce for any employer.

Today's Date

Your Boss's Name
Boss's Title
Company Name

Dear XXXXX:

Please accept this letter of resignation from the position of [your title], effective two weeks from today. My last day at [name of company] will be [date].

If there are any exit procedures that I need to be aware of in terms of technical devices or anything else, please let me know.

Sincerely,

Your signature
Your typed name

Sample Resignation Letter #2

This example is more personable and more appealing if you're leaving a position and company that you enjoyed and have a good rapport with.

Today’s Date

Your Boss's Name
Boss's Title
Company Name

Dear XXXXX:

It is with deep regret that I give you my formal notice of resignation as [your title] at [company name]. My last working day will be [date].

I have accepted a position with another company that will further my growth and development in my career. I have enjoyed working at (company name) and will miss my colleagues here, however, this new position will challenge my growth and further my career.

I appreciate the professional development and growth from [company name], and in particular from you. Your mentoring support has encouraged me and I hope that we will continue our relationship as I move forward in my career.

I wish you and [company name] continued growth and success in the future.

Sincerely,

Your signature
Your typed name

Sample Resignation Letter #3

This example is a general teacher resignation letter that you can produce for any school.

Today's Date

Your Principal's Name
School Name

Dear Principal XXXXX:

I regret to inform you that I am resigning from my position at [school name] and will not be returning to teach fifth grade this fall. It's been a privilege working with you and representing [school name]. Thank you for the support and the opportunities that you have provided me during my tenure with [school name].

Sincerely,

Your signature
Your typed name

Sample Resignation Letter #4

This example is a simple nurse resignation letter that you can produce for any hospital
.
Today's Date

Your Boss's Name
Boss's Title
Hospital Name

Dear XXXXX:

I have decided to tender my resignation. My last day will be [date].

This wasn't an easy decision, because I am grateful for the rewarding employment I've had with [hospital name]. But after long hours of consideration, my decision is now final and I have accepted a position with another hospital.

Sincere thanks and best wishes for the future.

Sincerely,

Your signature
Your typed name

Sample Resignation Letter #5

Use this sample resignation letter when you want to write a personable resignation letter.

Today's Date

Your Boss's Name
Boss's Title
Company Name

Dear XXXXX,

This is to formally notify you that I am resigning from [Company Name] as [Program Manager]. [Date] will be my last day of employment.

This wasn't an easy decision, because I am grateful for the rewarding employment I've had with [company name]. But after long hours of consideration, my decision is now final and I have accepted a position with another company.

Thank you very much for the opportunity to work here.

Sincerely,

Your signature
Your typed name

Sample Resignation Letter #6

Use this sample resignation letter when you want to write a pending resignation letter.

Today's Date

Your Name
Your Phone Number
Your Email

Dear Mr./Ms. Last Name:

I would like to inform you that I am resigning from my position with [company name], effective [date].
Thank you for the opportunities for professional and personal development that you have provided me over the years.
I have enjoyed working for the agency and appreciate the support provided me during my tenure with the company.

Sincerely,

Your signature
Your typed name

Sample Resignation Letter #7

Use this sample resignation letter when you want to write a meaningful and heartfelt resignation letter.

Today's Date

Your Boss's Name
Boss's Title
Company Name

Dear XXXXX:

I have decided to tender my resignation. My last day will be [date].

After much consideration I have decided to accept another job offer. I feel it is time for a new challenge and this is a good opportunity to further my career goals.

Working for this company has been a wonderful experience. I feel privileged to have been part of such a professional team and will miss all my colleagues.

Sincerely,

Your signature
Your typed name

Sample Resignation Letter #8

Use this sample resignation letter when you want to relocate.

Today's Date

Your Boss's Name
Boss's Title
Company Name

Dear XXXXX:

This resignation letter is to inform you my last day at [company name] will be [date], two weeks from today. I will be relocating to Baltimore, MD to pursue a new career.

I appreciate the professional development and growth from [company name], and in particular from you. Your

mentoring support has encouraged me and I hope that we will continue our relationship as I move forward in my new career.

Thank you very much for the opportunity to work here.

Sincerely,

Your signature
Your typed name

Sample Resignation Letter #9

Use this sample resignation letter when leaving due to sickness

Today's Date

Your Boss's Name
Boss's Title
Company Name

Dear XXXXX:

I have decided to tender my resignation. My last day will be [date].

As you know, I have been very sick for some time now and as a consequence, feel that I am unable to work for [company name] no longer.

This was not a easy decision and took many hours of consideration. However, please be assured that I will do all I can to assist in the uneventful transfer of my duties before leaving.

I wish you and [company name] continued growth and success in the future.

Sincerely,

Your signature
Your typed name

Sample Resignation Letter #10

Use this sample resignation letter when leaving and returning to school.

Today's Date

Your Boss's Name
Boss's Title
Company Name

Dear XXXXX:

I would like to inform you that I am resigning from my position with [company name], effective [date]. I plan to return to graduate school to pursue my interest in Computer Science.

Thank you for the opportunities for professional and personal development that you have provided me over the past two years. I have enjoyed working for the company and appreciate the support provided me during my tenure with the company.

Sincerely,ZSDX

Your signature
Your typed name