

Date

Dear (name),

Please accept this letter as my formal resignation as (title) for (company) to become effective as of (date). I have accepted a position in (location).

I believe this position will offer me more challenge and an opportunity for advancement as well as allow me to broaden my own experience and knowledge.

I want to take this opportunity to thank you for your time and efforts in my training and advancement during the past (time). The support and concern shown by you and the rest of the management team has been deeply appreciated.

My decision is final. Please, do not consider a counteroffer. I am leaving for a career enhancing opportunity. I wish to leave (company) on good terms with no animosity. I wish all the best for you.

Sincerely,