

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 hereby tender my resignation from my position as [Your Position] at [Random Company Name], effective [August 1].

It is my privilege to thank you for the unique learning experience for professional and personal development that you have provided in the last [X] years. It has been a pleasure and an honor working for the company and I am sincerely grateful for all the support I received during my tenure.

Please let me know if I can be of any further help during this period of transition.

Sincerely,

Your Signature (*hard copy letter*)

Your Typed Name