

Dear [Name of Recipient],

I am writing to formally inform you of my resignation from my position as [Job Title] at [Company Name]. In accordance with the period of notice agreed within my contract, my last day will be [date].

I would like to take this opportunity to thank you for all of the opportunities presented to me within the period of my employment. I have enjoyed my time working at [Company Name], however, in the best interests of my career, I feel that the time is right to move on.

Yours sincerely,

_____ (signature)

[Your Name]

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 (hard copy letter)
Your Typed Name