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RESIGNATION LETTER

DATE	POSITION	DEPARTMENT	NOTICE GIVEN	LAST DAY OF WORK

TO

Name _____

Title _____

Company _____

Address _____

FROM

Name _____

Address _____

Phone _____

Email _____

Dear _____

Please accept this letter as formal notice of my resignation from the position shown above. My last day of work will be the date given above, which allows for the notice period stated.

Thank you for the opportunity to work here. I have learned a great deal in this role, and I am grateful for the support and guidance I have had from you and from the team.

Between now and my last day I will do everything I can to make the transition smooth. I am happy to finish or hand over my open work, write down how my regular tasks are done, and help train the person who takes over my duties. Please let me know what would be most useful.

I would be grateful if you could confirm the arrangements for my final paycheck, any unused paid time off and my benefits, and let me know where and when I should return company property. My contact details for after I leave are below.

I wish you and everyone here continued success, and I hope we stay in touch.

Forwarding address (pay, W-2) _____

Personal email after I leave _____

Personal phone _____

Sincerely,

Signature _____ Printed name _____ Date _____