

Resignation Letter Samples and Advice on How to Resign

It usually isn't easy to resign. Even if you hate your job and can't wait to start that new job, it still can be difficult to resign diplomatically and tactfully.

A resignation letter can help you maintain positive relationship with your old employer, while paving the way for you to move on. You never know when you might need that previous employer to give you a reference, so it makes sense to take the time to write a polished and professional resignation letter.

Letter of Resignation Example

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:

Please accept this letter as formal notification that I am leaving my position with XYZ company on September 15.

Thank you for the opportunities you have provided me during my time with the company.

If I can be of any assistance during this transition, please let me know.

Sincerely,

Your Signature

Your Typed Name