

Your Name
Current Job Title
Current Organization
Address
City, State, Zip Code
Your Email
Date of Resignation

Dear Mr./Ms./Mrs. [Last Name]:

I would like to inform you that I am resigning from my position as X for Company A, effective December 21.

I appreciate the opportunities for professional development that you have provided me over the past two years. I have enjoyed my tenure at Company A, and in particular feel honored to have been apart of such a supportive team.

If I can be of any help during this transition, please let me know. I am available to help train my replacement, and will ensure all my reports are updated before my last day of work.

Thank you again for the opportunity to work at Company A. I wish you all the best and look forward to staying in touch. You can email me at X.

Sincerely,
Your Signature [hard copy letter]
[Your Typed Name]