

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:

The purpose of this letter is to announce my resignation from Company Name, effective two weeks from this date.

This was not an easy decision to make, on my part. The past ten years have been very rewarding. I've enjoyed working for you, observing how our production operations have expanded, and managing a very successful team dedicated to a quality manufactured product delivered on time.

I have accepted a position as VP, Manufacturing for Land Lubber Industries in Watertown, West Virginia. This opportunity gives me the chance to grow professionally and will allow us to relocate just a few miles from our families.

I wish you and the company all the best. I do hope our paths cross again in the future.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name