

Your Name  
Your Address  
Your City, State Zip Code  
Your Phone Number  
Your Email

Date

Dr. John Smith  
Reference Coordinator  
County Library System  
101 Main Street  
Small Town, State Zip Code

Dear John,

I would like to inform you that I am resigning from my position as Reference Librarian II for the County Library System. My last day with the library will be Saturday, June 30th.

Thank you for the professional and personal development you have assisted me with over the last five years. I consider just about everyone I have met here to be friends of mine now, and I will miss you all.

However, between my teaching load and writing work, my career has taken a different direction and I feel it is time to move on to new opportunities and challenges.

Please let me know if I can help in any way to assist you in hiring and / or training my replacement before my departure.

Please keep in touch. I can be reached via email at [yourname@email.com](mailto:yourname@email.com).

Sincerely,

Firstname Lastname