

## SAMPLE RESIGNATION LETTER

Your Street Address  
City, ST Postal Code

Date

Pat Cummings  
Head Architect  
ABC Corporation  
1450 Main Street  
Hartford, CT 06106

Dear Ms. Cummings:

I am writing to inform you that I will be leaving ABC Corporation permanently on April 21, 20XX. I have recently accepted a position as head architect with a local organization in the public sector. I think that this new opportunity is well suited to my long-term career goals.

Thank you for allowing me the opportunity to work with and learn from such an outstanding staff. The knowledge I have gained in my year at ABC Corporation will surely aid me in my future endeavors. I am especially grateful for your close and patient supervision. Your kind encouragement assured me of my ability to handle all aspects of this industry.

If there is anything I can do to make my departure easier, please let me know.

Sincerely,

*Eric Williams*

Eric Williams

Adapted from *Adams Cover Letter Almanac, Second Edition, 2006*