Resignation Letter Template

(Courtesy of igMedical; irvingtongroup.com)

Date

Your Boss's Name
Your Employer's Name
Address
City, State Zip

Dear Boss's Name,

Please accept this letter as resignation of my position as _____, with my last day being _____, 2006.

My decision to resign was made after long and careful consideration. I want to express my sincere gratitude for a rewarding employment experience with _____ and with you personally. This decision to pursue another opportunity was not an easy one. However, it is the right for me at this time as I work toward fulfilling my personal and professional goals.

My efforts until my end date will be to wrap up my projects here and turn over my responsibilities as smoothly as possible. Please let me know what you expect so this process is completed to your satisfaction.

Again, thank you for all support and understanding.

Sincerely,

Your Name