

## **Sample Resignation Letter**

Date

Mr./Mrs./Ms. Supervisor

Supervisor Title

Company and Address

Your Name

Your Current Position

Your Address

Dear Supervisor's First Name,

I am writing you to announce that I have decided to resign my employment from (your company's name) effective (last date of employment - you should give a two (2) week notice). I appreciate the opportunity that you and (company's name) have given me to develop my professional skills and my career.

My decision to resign is based upon an opportunity that I believe is consistent with my career goals, and therefore is final.

I will make every effort to leave on the best of terms by completing my assignments and making smooth transitions for those who will be taking over my responsibilities.

I look forward to having an exit interview discussion if you feel it is appropriate.

Respectfully,

(signature)

Your Name