

Letter of Resignation

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:

Please accept this letter as formal notification that I am leaving my position with XYZ department on September 15.

Thank you for the opportunities you have provided me during my time with the department.

If I can be of any assistance during this transition, please let me know.

Sincerely,

Your Signature

Your Typed Name