Sample Resignation Letter 1

Date

Dear _____,

This letter is to let you know that I am concluding my employment with (company) effective (date).

The time I have spent at (company) has been most rewarding and helpful in my career, and I hope that my contributions to the company have been constructive. My relationship with you has always been professional, warm and results oriented.

I have accepted a position that will enhance my career growth and will expose me to challenges and opportunities which I believe are in my best interest. Should you flatter me with an offer to remain, I could not, under any circumstances, consider it. My decision is irrevocable and final.

(Boss' first name), I have the utmost respect for you and wish nothing but the best for you and (company). If I can be of any special assistance during my final two weeks, please feel free to call on me.

Sincerely,

_____

cc: Current supervisor
HR