Example of a Resignation Letter

[Logo]
[Your name]
[Address]

[Employer name]
[Employer address]

Letter of Resignation

Dear [name of your superior],

Please accept this notice of resignation from [company name] and my position of [title of position].

I've received an offer of employment to be [title of new position] at another company located in [location]. After some thought, I've decided to pursue this opportunity.

I want to thank you for the opportunity that [company name] has offered me to increase my skills and knowledge over the past [number of years employed] years. It's been a wonderful experience to be a part of the organization.

I'll be leaving my position in two weeks. During my last weeks in my position, it will be my pleasure to work closely with my colleagues to ensure that the transition goes smoothly, and that all my responsibilities are transferred appropriately and in a way that minimizes any disruption to the company's operations.

Date leaving [company name] : [Date]

[Date letter was given to employer]

Employee signature:

Employer signature: