

# RESIGNATION LETTER

\_\_[ordinal number of day] day of \_\_\_\_\_[name of month] \_\_\_\_\_ [identification of year]

\_\_\_\_\_ [your name]

\_\_\_\_\_ [phone number]

\_\_\_\_\_ [email]

Dear Mr./Ms. \_\_\_\_\_ [recipient name],

Please accept this letter as formal notification that I am leaving my position with the \_\_\_\_\_  
\_\_\_\_\_ [organization name] on \_\_\_\_\_ [date].

While it has been a very difficult decision to leave this outstanding \_\_\_\_\_ [Team/Job], I feel that this is the best time for me to work towards achieving other goals. Thank you for the opportunities you have provided me during my time with the company.

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

Sincerely,

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Signature