



Template: Resignation Letter

[Date]

[Current Supervisor Name]

[Company Name]

[Address]

[City, State ZIP Code]

Dear [Current Supervisor Name]:

First Paragraph: The first paragraph should state that you are resigning and give the date when your resignation is effective. It should also state your company you work for now and the position name that you are leaving from.

For Example: This letter is to notify you that I am resigning from [company name] as [position name]. The date of my last day of employment will be on 12/15/2020.

Middle Paragraph: The next section should thank your employer for the opportunities you have had during your employment with the company. (Examples: leadership provided, professional growth, great work environment, etc.)

For Example: I have accepted a position with another [be general about company] that will further my growth and development in my career. Working at [your current organization] has been a rewarding and positive experience in my career. The growth and learning opportunities that have come from [organization name] are invaluable and I am truly grateful.

Final Paragraph: Conclude your resignation letter (optional) by offering to assist with the transition.

For Example: During the next two weeks, I am willing to help the company in any way to make the transition as smooth as possible. This includes assisting in recruiting and training my replacement. Please let me know if there is anything specific that you would like me to do.

Yours Respectfully,

[Signature]