

## SAMPLE RESIGNATION LETTER

*Date*

*Name*

*Company Name*

*Address*

*City State Zip*

Subject: Voluntary Resignation of \_\_\_\_\_*Your Name*\_\_\_\_\_.

Dear *Name*:

This will constitute my notification to you of my resignation from \_\_\_\_\_*Company*\_\_\_\_\_ effective \_\_\_\_\_*date*\_\_\_\_\_.

Please accept my sincere gratitude to both you and \_\_\_\_\_*Company*\_\_\_\_\_ for the opportunities extended to me during my time with your company. My decision to resign was reached after much thought; however, I have accepted a position with another company which will be in the best interest of my family and my career. Please understand that I am not in a position to consider an alternative offer from \_\_\_\_\_*Company*\_\_\_\_\_ since my decision to resign is final.

Again, thank you very much for all your past courtesies.

Sincerely,

*Your Name*