

Resignation Letter – Yourmomhatesthis.com

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

Please accept this letter as formal notification that I am leaving my position with XYZ company on September 15.

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,

Your Signature (*hard copy letter*)

Your Typed Name

<http://www.yourmomhatesthis.com/dos-and-donts-for-a-resignation-letter/>