

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:

I would like to inform you that I am resigning from my position as Marketing Supervisor for the Smith Company, effective October 1, 20XX.

Thank you for the support and the opportunities that you have provided me during the last two years. I have truly enjoyed my tenure with [insert Name of Company], and am more than grateful for the encouragement you have given me in pursuing my professional and personal growth objectives.

If I can be of any assistance during this transition in order to facilitate the seamless passing of my responsibilities to my successor, please let me know. I would be glad to help however I can.

Sincerely,

Your Signature (*hard copy letter*)

Your Typed Name

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