

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:

I would like to inform you that I am resigning from my position as Account Executive for the Smith Agency, effective August 1.

Thank you very much for the opportunities for professional and personal development that you have provided me during the last five years. I have enjoyed working for the agency and appreciate the support provided me during my tenure with the company.

If I can be of any help 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/>