

{ Your Name }
{ 1234 Street Address }
{ City, State, Zip }
{ E-mail Address }

{ Today's Date }

{ Company Name }
{ Street Address }
{ City, State, Zip }

Dear { Name of Recipient },

Please accept this letter as my formal notice of resignation from <Employer Company Name> as a <Your Position>. My last day of employment will be <Last Date>.

Thank you for the opportunity to work for such an outstanding organization.

Sincerely

{ Your Signature }

{ Your Name }
{ Your Title }