

{ 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 as my notice of resignation from ABC Company, effective March 23, 20XX. I have been offered a new job opportunity with XYZ Company which will allow me to gain further management experience.

Thank you for all the experience I have gained working for you at ABC. I learned a lot about the business in the four years I've been here, and I appreciate the advice and support you have given me.

Please let me know what I can do to make this a smooth transition for the entire department.

Sincerely,

{ Your Signature }

{ Your Name }
{ Your Title }