

{ 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 },

I am writing to formally notify you of my resignation from my position at PQR. I was recently offered a new opportunity with a company headquartered very close to my home and have decided to take their offer.

Currently, I spend several hours a day commuting and this new opportunity will allow me more time with my family outside of work. My last day of employment with PQR will be May 31st.

My years at PQR have been some of the best of my life. I will miss my job and the incredible people I have had the pleasure of working with throughout the years.

I cannot thank you enough for all of the opportunities and experiences you have provided me during my time with the company.

I appreciate your support and understanding, and I wish you all the very best. Please let me know if I can be of any assistance during the last few weeks of my time here.

Sincerely,

{ Your Signature }

{ Your Name }  
{ Your Title }