

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

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{ Today's Date }

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

Dear { Name of Recipient },

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 }

{ Your Name }  
{ Your Title }