

LETTER OF RESIGNATION

➔ A letter of resignation is a written document given by an employee to supervisors announcing their intent to terminate employment.

WHAT TO INCLUDE:

- Name of your current position
- Official last day of employment. It is courteous to provide at least a two weeks' notice, but know that the employer may not honor the intended last day of employment and may end the employment immediately.
- Thank them for the opportunities provided

Tip:

- Keep a copy for your personal records

SAMPLE:

Date

Supervisors Name
Company Name
Department (if applicable)
Street Address
City, State and Zip Code

Dear Mr./Ms. _____,

Thank you for the opportunity to work as [Position Title] under your direction. I write to inform you that I am resigning from my position, effective [Date]. Know that during my last days of work at [Organization], I intend to complete any pending work, in an effort to ease my successors transition.

I appreciate the opportunities this organization has afforded me and know that the experience I have gained during my tenure will serve me well as I progress in my career.

Sincerely,

Your Signature

Full Name



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