

LETTER OF RESIGNATION

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A **letter of resignation** is a written document given by an employee to supervisors announcing their intent to terminate employment. Know that the employer may not honor your intended last day of employment and may end your employment contract that same day. **Include:**

- Name of your current position
- Official last day of employment (at least two weeks' notice should be given)
- Thanks for the opportunities given with the organization
- A copy should be kept for personal record

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 predecessor's 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

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