

Date

Name of supervisor, job title
Company name
Company address
City, State, Zip Code

Dear Name of supervisor:

Please accept this letter as my formal resignation from name of company. My last day here will be day and date.

If you feel comfortable stating where you will be accepting a new position, do so in this paragraph. Explain briefly why you are taking the job: a chance for new responsibilities, a move to be closer to family, etc.

It has been my pleasure working for name of company and with you personally. I'm sure the knowledge and skills I have gained here will continue to serve me well.

In this paragraph, mention a few of your accomplishments and your pride in how they helped the company. Don't go overboard, but elaborate within reason as much as you feel comfortable doing so. This lets your boss know that while you were with the company, you found the work valuable. By showing that you were a committed worker, you are more likely to get a good reference for any future job searches.

If you are not leaving on such a positive note, omit the second and third paragraphs. But you still need to include a constructive exit statement in your letter. Consider a simple, yet non-specific statement such as, "The work experiences I've gained here will serve me well in my future endeavors." Remember, how you depart will be remembered by your boss and coworkers.

As I wrap up my tenure here at name of company, I will work to ensure a smooth transition of any projects. I look forward to what the future will bring for the both of us.

Sincerely,
Your Signature
Your Typed Name
Your Address
City, State, Zip Code