



Resignation Letter Template

Your Street Address
Your City, State, Zip

Date

Supervisor's Name
Supervisor's Title
Company Name
Company Street Address
Company City, State, Zip

Dear Supervisor's First Name:

This is to advise you that I have accepted the position of NEW POSITION, with NEW COMPANY. Accordingly, please regard this correspondence as my official letter of resignation. My decision to resign is based upon an opportunity that I believe capitalizes on my career goals, and therefore, is irrevocable. I do not wish to enter into any discussions that maybe designed to have me reconsider my decision.

My resignation will be effective on LAST DAY OF EMPLOYMENT. This will afford me two full weeks to accomplish NAME ANY CRITICAL CURRENT PROJECTS YOU WILL BE ABLE TO FINISH. I will also be able to bring you up-to-date on my work and provide a smooth transition to those that will be taking over my responsibilities.

I would like to express my sincere appreciation to you personally as my supervisor and to those I have had the privilege to work with here at CURRENT EMPLOYER. I have truly enjoyed my tenure here, and am grateful for the professional growth opportunities that I have been given over the years.

I am looking forward to my new professional challenge, and wish you and CURRENT EMPLOYER continued success. I look forward to having an exit interview discussion, if you feel it is appropriate.

Respectfully,

YOUR NAME