Dear Mr. or Ms. Employers:

After serious consideration, I have made the decision to resign my position as Manufacturing Engineer Technician with ABC Company. My decision is final and I have accepted employment with a new organization.

I have enjoyed our personal relationship and look back on this experience with favorable memories. My new opportunity offers me a combination of challenge, dynamic growth, improved compensation, and geographic location that fits perfectly into my career plans for the future.

My last date of employment will be or earlier if you so desire. Rest assured that

I intend to close out my service with Montgomery Elevator with the same vigor and energy that I have shown thus far.

Thank you for all of the courtesies extended to me during my employment. Sincerely,