Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Recipient Name:

Please accept this as my official resignation from COMPANY NAME. I have accepted a new position that is the best opportunity for me and my family moving forward. This was not an easy decision but please respect my decision to leave. I am not interested in hearing about a counteroffer, but am happy to meet for an exit interview if you’d like.

I appreciate all the opportunity that COMPANY NAME has provided me and will be happy to work out my notice period to transition my workload to whomever you would like.

My last day at Company Name will be Date. I would be happy to meet with you at your convenience to discuss the transition of my duties to my successor.

Sincerely,

Your Name