

Sample Resignation Letter

A basic 4 paragraph resignation letter format is outlined below. The purpose of the letter is to inform and build goodwill. Feel free to customized the letter to fit your situation, just keep it simple and polite.

1. The facts:

This letters serves as my resignation. My last day of employment will be (date), two weeks from today.

2. The how and why:

Leaving (company name) was a difficult decision. I was recruited to this position and I want you to know it took numerous proddings to create any interest on my part. Once I finally took a look at this opportunity, it offered such significant career growth and challenge that professionally speaking, I could not turn it down.

3. The thank you to your boss:

(Person's name), thank you for your mentorship and guidance over the years. You have made important contributions to my professional development. I enjoyed working with you and wish you all the professional and personal success possible.

4. The goodwill close:

I intend to make this transition as smooth as possible. I will do my best to tie up loose ends before I leave. Of course, I am available to help at any time. I will give you my number so you can reach me if there is a need. I appreciated my time here and will always speak highly of this company as an employer.

