**Resignation Letter Sample**

**[Your Street Address] [Recipient Name]**

**[Your City, ST Zip Code] [Title]**

**[Month Day, Year] [Company Name]**

 **[Street Address of Company]**

**[City, ST Zip Code of Company]**

**Respected [Mr./Mrs./Ms. Recipient's Last Name]:**

I am formally notifying you that I'll be tendering my resignation from [Company Name]. My last day will be on [Month Day, Year].

[Optional Paragraph]I never imagined that I would have to leave [Company Name], but due to [Reason], I have decided to pursue opportunities elsewhere. [Optional Paragraph]

If there is anything that I can do to make this transition easier for the company, let me know and I'd be more than willing to help out.

I have truly enjoyed my work here and I would like to thank you for the opportunity that you have given me to work here at [Company Name].

**Sincerely,**

**[Signature]**

**[Your Name]**

**[Your Title]**