



RESIGNATION LETTERS

Sample Letter #1 (of 2)

(Date)

(Employer)

(Company Name)

(Address)

(City, State, Zip)

Dear (Employer Name):

This is to inform you that I have accepted a position with (new company name).

I want to express my gratitude for a rewarding professional association during my employment with (company name).

This decision was not an easy one and involved many hours of thoughtful consideration, particularly with respect to my own plans for my future. I am confident, however, that this new position represents a positive move toward fulfilling my career goals.

I hope you will respect my position in this matter.

My main thoughts now are to work as hard as possible to wrap up my projects here and turn over my responsibilities as smoothly as possible. However, I would like to join (new company name) as soon as possible. Therefore, if convenient, I would like to request that you waive my termination notice.

Sincerely,

(Name)



SAMPLE RESIGNATION LETTERS

Sample Letter #2 (of 2)

(Date)

(Employer)

(Company Name)

(Address)

(City, State, Zip)

Dear (Employer Name):

I want to thank you for all you have done for me here at (Company). It's been a pleasure working with you, and representing the company as your (job title).

I have accepted an offer with another firm and have decided to tender my resignation as of today. This decision has nothing to do with the opportunity you have provided for me here. You and the company have been fair with me, and I genuinely appreciate all your support.

I wish (Company) continued success, and I want to thank you for allowing me to be a part of your team. Please feel free to contact me at any time if I can be of further assistance in helping with a smooth transition.

Sincerely,

(Name)