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General Resignation Letter Sample

Use this basic sample resignation letter as a guideline for the formatting of your own letter. Don't forget to add the current date and sign the letter by hand before delivering it.

Your Name
Street address
City, State, Zip Code
Phone number
E-mail address

Date

Company Name
Employer's name
Position or title
Mailing address
City, State, Zip Code

Dear Mr. Marvin,

This is to inform you that I am leaving A Plus Micro, effective Friday, December 8 (year).

My experiences here have helped me to define my goals and I have appreciated all of the opportunities I have enjoyed. Although it was a difficult decision, I have accepted a sales manager position with another company. I feel this move will add to my career growth.

Thank you for all of your help. Please be assured I will do all that I can to settle my accounts in preparation for my departure.

Sincerely,

(Hand written signature)

I.M. Leaving