lovetoknow
advice women can trust
Logo will not print with document

In the Event of a Counter Offer Sample Resignation Letter

Use this in the event of a counter offer 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,

As per our conversation yesterday please accept this notice of resignation, effective Friday, December 8.

I am grateful for all the opportunities I've experienced at A Plus Micro but after careful consideration I've decided to accept a position with another company.

I sincerely thank you for your guidance and generosity.

All the best,

(Hand written signature)

I.M. Leaving