

[Your Name]  
[Street Address]  
[City, St Zip]  
[Optional – Email Address]

[Today's Date]

[Name of Recipient]  
[Title]  
[Company]  
[Address]  
[City, St Zip]

Dear [Name of Recipient]:

[Begin your letter with a brief introduction containing positive statements.]

[State that you are leaving your position and the date you will be leaving.]

[Provide additional positive statements about your time with the company and any explanation you care to give. Note: Avoid any kind of negative or personal attacks in your letter because it is standard practice for resignation letters to end up in personnel files.]

[Closing - Offer to help with the transition. Thank the individual or company for the opportunities and success you have had.]

Sincerely (or Respectfully Yours),

(Sign here for letters sent by mail or fax)

[Typed Name]  
[Title – if applicable]