



*Letter of Resignation Template #1:*

[Date]

[Contact Name]

[Title]

[Company Name]

[Address]

[City, State Zip]

Dear [Contact Name]:

I have enjoyed working for [Company Name] for the past [length of time]. During this time, I've enjoyed the opportunity to [name some key accomplishments]. I've also had the pleasure of working with some wonderful people.

However, I have accepted a new position with another company. This letter is to confirm that my last day with [Company Name] will be on [date]. I am happy to help with the transition process, training my replacement to provide a seamless transition.

Thank you again.

Sincerely,

[Your Name]



*Sample Letter of Resignation #1:*

June 1, 2016

John Marion  
Owner  
Marion Industries  
55102 221<sup>st</sup> Street  
Council Bluffs, IA 51503

John:

I have enjoyed working for your company for the past six years. During this time, I've enjoyed the opportunity to help the company grow your sales and position the company as the leading manufacturer of hair supplies. I've also had the pleasure of working with some wonderful people.

However, I have accepted a new position with another company. This letter is to confirm that my last day with Marion Industries will be on June 30. I am happy to help with the transition process, training my replacement to provide a seamless transition.

Thank you again.

Sincerely,

Jon Jobseeker