



*Letter of Resignation Template #2:*

[Date]

[Contact Name]

[Title]

[Company Name]

[Address]

[City, State Zip]

Dear [Contact Name]:

Please accept this letter of resignation as my official notice that I will be leaving [Company Name] effective [last date with the company].

Thank you for the opportunity to work with you, and please let me know if I can be of assistance in making this transition as smooth as possible.

Sincerely,

[Your Name]



*Sample Letter of Resignation #2:*

June 1, 2016

Brittany Hillsong  
Green Acres Farm  
22 Willshire Boulevard  
Farmington, Idaho 83210

Dear Ms. Hillsong:

Please accept this letter of resignation as my official notice that I will be leaving Green Acres effective June 22, 2016.

Thank you for the opportunity to work with you, and please let me know if I can be of assistance in making this transition as smooth as possible.

Sincerely,

Jane Jobseeker