

*Your Name*

*Your Address*

*Your City, State, Zip Code*

*Your Phone Number*

*Your Email*

*Date*

*Name of Supervisor*

*Title*

*Organization*

*Address*

*City, State, Zip Code*

*Dear Mr./Ms. Last Name:*

I would like to inform you that I am resigning from my position as *Title* for *Company*, my last date of employment will be *last day of employment*.

Thank you for the opportunities for professional and personal development that you have provided me during my time here. I have enjoyed working for *company* and appreciate the support provided me during my tenure with the company.

If I can be of any help during this transition, please let me know.

Sincerely,

*Your Signature*

*Your Typed Name*