

Sample Resignation Letters

Sample 1

It is with very mixed emotions that I write this today. An opportunity has unexpectedly come to me that I can't pass on. My hope is that you will understand and appreciate my decision.

First, I would like to say thank you. It is in no small part to this company that I am the employee that I am today and that this opportunity has come. I have learned a lot through my time here, and feel privileged to have been a part of it. You have taught me a lot that I will carry in to my next job, and for that, I am truly grateful.

I can only hope that I have made a positive impact on everyone here and on this company. It is my great hope that we stay in contact. I have always valued our relationship, and I can see myself needing some advice at some point, and it means a lot to be able to put this company on a resume.

I will never forget my time here, and will always appreciate what it has done for me. Thank you again, and I look forward to my new opportunity as well as my new relationship with you.

Sincerely,

Sample 2

Please accept this letter as formal resignation of my position as Insert Your Job Title with Insert Your Company's Name.

Insert Your Last Day of Work will be my last day of employment with the company.

I want to thank you for the opportunity to work with such an outstanding organization.

Sincerely

Sample 3

Please accept this letter as my formal resignation as (title) for (company) to become effective as of (date). I have accepted a position in (location).

I believe this opportunity will offer me additional challenges and an opportunity for advancement as well as allow me to broaden my own experience and knowledge.

I want to take this opportunity to thank you for your time and efforts in my training and advancement during the past (time). The support and concern shown by you and the rest of the management team has been deeply appreciated.

My decision is final. Please, do not consider a counteroffer. I am leaving for a career enhancing opportunity. I wish to leave (company) on good terms with no animosity. I wish all the best for you.

Sincerely,