[your full name]

[your street address]

[your city, state, zip code]

[date]

[company name]

[company street address]

[company city, state, zip code]

Dear [employer’s name],

Please accept this letter as my notice of resignation from [job title] at [company name]. Per the terms of my contract, my final working day will be [date].

With your support and guidance over the last [number of years], I was able to grow professionally and enjoy a truly rewarding experience. Now, after careful thought and consideration, I have decided that it is time for me to [pursue a new opportunity/return to school/change career path/other reason for resignation].

During these last few weeks, you will have my full commitment in finalizing any pending projects and training my replacement for as smooth a transition as possible. Should any questions arise, please don’t hesitate to contact me at [personal email address/phone number].

I wish you and everyone at [company name] the very best going forward.

Kind regards,

[your signature]

[your name]