Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Organization Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

Please accept this letter as my resignation from my current role with **Organization Name.** My last day with the company will be **date of last day (typically 2 weeks from today’s date, or based on company policy).**

I truly appreciate the opportunity you gave me to be a part of **Organization or team you were on;** I have thoroughly enjoyed my time here. My experience has been extremely rewarding.

Wishing you and the entire staff all the best,

Your name

Title