

Resignation Letter Examples

Dear Mr. or Ms. Employers:

After serious consideration, I have made the decision to resign my position as Manufacturing Engineer Technician with ABC Company. My decision is final and I have accepted employment with a new organization.

I have enjoyed our personal relationship and look back on this experience with favorable memories. My new opportunity offers me a combination of challenge, dynamic growth, improved compensation, and geographic location that fits perfectly into my career plans for the future.

My last date of employment will be ----- or earlier if you so desire. Rest assured that I intend to close out my service with Montgomery Elevator with the same vigor and energy that I have shown thus far.

Thank you for all of the courtesies extended to me during my employment.

Sincerely,

Dear Mr. or Ms. X:

I am writing to provide official notice of my resignation from XYZ Company effective Thursday, November 11, 2010.

I have enjoyed my relationship with you during these past _____ years. You have been very helpful and I have learned a lot from our association.

I have accepted an opportunity to develop a new department functioning as the Marketing Planning Manager. This will provide a combination of challenge, compensation, and geographic location that fits ideally into my long-range career plans.

I am writing to provide the typical two weeks notice and I assure that I will finish out my work here with a strong kick at the finish line.

Please do not try to talk me into staying. I have given this careful consideration and my mind is made up. I sincerely want to make our parting as congenial as possible and will do everything that I can to transfer my responsibilities as smoothly and effectively as possible.

Sincerely,

Dear Boss,

Please accept this letter as my official notice of resignation. I appreciate the work we have been able to accomplish together at (company name), but I have now made a commitment to another organization, and plan to begin with them in two weeks.

Know that it is my intention to work diligently with you to wrap up as much as possible in the next two weeks to make my resignation as smooth as possible. If you have any suggestions on how we can best accomplish that goal, I hope you will share your thoughts with me as I am eager to leave on the most positive note possible.

Sincerely,