



Resignation Letter

A resignation letter can help you maintain a positive relationship with your old employer, while paving the way for you to move on. You never know when you might need that previous employer to give you a reference, so it makes sense to take the time to write polished and professional resignation letters. Your resignation letter also provides official notice that you're terminating your employment with the company.

Today's Date

Chris Smith

Job Title

Name of Employer

Street Address

City, State Zip Code

Dear Ms. Smith:

I am writing to inform you of my decision to resign from Goldco, Inc. effective March 1. I have greatly enjoyed working for you for the past five years. I feel that I have learned a lot, and grown professionally during my time at this company.

Thank you for your understanding of my decision to leave the company, and all your support over the years. I wish you all the best for your continued success.

Please feel free to contact me with any questions about the projects I have been working on.

Respectfully,

Signature (Hard Copy)

Joe Smythe