



**(Resignation Letter - Sample)**

Date

Employers Name  
Company Name  
Street/Address  
City, State, Zip

Dear \_\_\_\_\_,

Please accept this as a two (2) weeks formal notice of my resignation from the employ of \_\_\_\_\_.

I wanted to inform you that I have accepted an offer with another firm and I am giving you this formal resignation as my two (2) week notice.

I have thoroughly enjoyed the work environment and professional atmosphere. Your management, direction, guidance and counsel have been a source of great personal career satisfaction to me. The experience and knowledge gained during my association with \_\_\_\_\_ provided career growth for which I shall always be appreciative.

I wanted to thank you for the opportunities that have been extended to me while I have been here. And to let you know my resignation is no reflection on the organization.

This is simply a tremendous opportunity that I could not afford to pass up. I've thought about it quite a bit and I know you'll respect my decision.

Thank you for past consideration.

Sincerely,

(Your Name)