

_____, _____

Attn: _____

_____, _____

Re: LETTER OF RESIGNATION

Dear _____:

Please accept this as formal notice of my resignation from the position of _____ at _____, effective _____ (_____) weeks from today, making my last day of employment _____.

After careful consideration, I have made the decision to resign in order to _____. Working for _____ has been a wonderful experience that has afforded me many valuable opportunities to learn and grow, and I am very grateful to have been part of this organization.

I wish you and _____ continued growth and success in the future.

Sincerely,

(_____)