

..... (NAME)

..... (DATE)

ATTN:

COMPANY:

Dear,

I would like to inform you that I am resigning from my position as a with (Company.) I have decided to pursue a career in other fields. I will be leaving the company on

I want to thank and the company for their help and support while I was a The company always gave me the tools I needed to be successful in my position. I also think that the company culture influenced my personal direction and morals.

I'm really pleased to get the chance to work with a fantastic firm and wonderful individuals.

I'd want to do something as a final touch, so I'd like to extend an invitation to help with training my substitute.

Thank you for your time. Please contact me if there's anything else I can do to make the transition smoother for you.

Sincerely,

..... (Name and signature)