Your Name

Your Address

Your City, State Zip Code

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City, State Zip Code

Dear Mr./Ms. Last Name:

Please accept this letter as notification that I am resigning from my position with ABCD Company on September 15. I apologize for not being able to provide two weeks' notice. I regret that, due to circumstances beyond my control, I need to resign immediately.

Please let me know what the process will be for receiving my last paycheck and remaining benefits. I am happy to collect the paycheck through Human Resources, or you could have them mail it to my home address.

Thank you so much for the support that you have provided me during my tenure with the company. I greatly appreciate your years of guidance.

Sincerely,

Handwritten Signature (hard copy letter)

Your Typed Name