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:

The purpose of this resignation letter is to inform you that I will be leaving my position with ABC Company, effective two weeks from now on October 1. I will be relocating to the New York City metropolitan area in the near future.

I have appreciated both being part of the ABC team and the opportunities that have been provided to me during the last several years. It has been a pleasure to work within the supportive, stimulating environment of our department, and I will truly miss the friends that I have made here.

Please let me know if I can be of assistance during the transition. You can reach me at the above address if you have any questions or need any further information.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name