

Resignation Letters

The time will eventually come for you to resign from a position. This could be due to accepting another position, changing careers, a change in personal circumstances, or any number of other reasons. When resigning, it is best to put your resignation in writing and give at least two weeks notice. To help with writing a resignation letter, a sample is included below.

Jodie Allen
PO Box 221
Quitman, GA 31643
(229) 263-2633

January 30, 20XX

Supervisor's Name
First Company
PO Box 2245
Valdosta, GA 31604

Dear Dr./Mr./Ms. Supervisor:

Please accept this letter as formal notice that I am resigning from the position of _____. I have accepted a new position with another company. My last day of employment will be _____, which provides you with two weeks notice.

I appreciate the opportunities that you have given me over the years. I wish First Company continued success and hope that we can maintain a professional relationship.

Sincerely,

Jodie Allen

Jodie Allen

Notice that a resignation letter is brief and positive. In some cases, you may have disliked the job very much but the letter should be positive. Remember that this will likely be kept in a personnel file and could impact references from the employer.