

Resumagic.com -- Sample Resignation Letter (If you got along well with the boss)

John Smith

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June 15, 2001

Mr. Jack Wilson, President
Acme Company
123 Elm Street
Anytown, ST 12345

Dear Mr. Wilson:

Please accept my resignation effective July 1, 2001. I have accepted a position with the XYZ Corporation as a Sales Manager, and am hereby giving my one month notice so that I can help recruit and train my replacement, and so that my territory will continue to be serviced during the transition.

My decision to leave Acme came only after long and careful consideration. I have very much enjoyed my work, as well as working with my clients and co-workers over the past six years. However, I feel that my new position with XYZ is one that offers me additional opportunities for growth and professional development.

I would like to express my appreciation to you for the opportunity, training, and guidance you have provided me over the past six years. If there is anything I can do to help you make the transition easier, please let me know. Again, it has been a pleasure working with you.

Sincerely,

John Smith

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