

Your Name Your Title Your Address

Your City, State, Zip Code Your Phone Number Your Email

Date

Name Job Title Company/Organization

City, State, Zip Code

Dear Mr./Mrs.(remember, make this specific!):

Please accept this letter as official notice of my resignation from my position as a Walnut Shell Checker with the Oakland Walnut Company, effective (put in your final date of work here).

I have truly enjoyed my time working here at the Oakland Walnut Company. I am incredibly grateful for the opportunities this job has afforded me and for the experiences and skills I have gained while working here. I would like to ensure that my departure is as smooth as possible. To that end, I am more than happy to help with the transition of my duties and responsibilities.

I would also like to take this opportunity to extend a personal thank you for all your support over the years.

Thank you.

Sincerely,

(your name)