

The function of the resignation letter, after all, is to be a formal document of your transition out of a company.

Adding the human touch to it, ie. an expression of gratitude, will likely serve you well when seeking references down the line.

In addition, giving thanks is a decent human thing to do ヽ(´▽`)/

A professional and informative resignation letter consists of four straightforward elements:

- Greeting
- Date when your resignation will be effective (ideally at least two weeks from the header date)
- An expression of gratitude for opportunity
- Transition offer / Signature

Sample Resignation Letter Template

Proven.

Greeting: Dear *[name(s)]*,

Date of Resignation: I am writing this letter to inform you of my resignation from my role as *[position]* effective two weeks from today, *[date]*.

An Expression of Gratitude: I want to take this opportunity to express my deepest gratitude for what I have learned as an employee of *[company]*.

In working alongside my team and under the leadership of *[supervisor]* I have gained a surplus of knowledge and experience. Thank you for this opportunity.

Best Wishes / Signature: I am happy to use the next two weeks to make the transition as smooth as possible. My best wishes for the future of *[company]*.

Sincerely,

[your name]

See additional [resignation templates here](#).