

## RESIGNATION LETTER

If you decide to terminate employment with an organization, you will need to write a brief, simple and focused resignation letter. This letter should include the name of your current position, date of notice, official last day of employment and your current contact information. Be sure to thank the employer for the opportunities you have had with the company and end on a positive note.

### Sample Resignation Letter

#### JORDAN HIETT

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September 10, 2016

Ms. Wendy Mitchell  
Director of Marketing and Communications  
Music of the Baroque  
111 North Wabash Avenue, Suite 810  
Chicago, IL 60602

If you are typing your letter to print and submit, include your name and contact information as well as your employer's contact information. If you are emailing the notice, you can leave off this information.

Dear Wendy:

Please accept this letter as my two-week notice of resignation from my position as Communications Coordinator. I appreciate the opportunity you have given me to work with Music of the Baroque; however, I have accepted an offer as Assistant Director of Communications at The Virginia School of Performing Arts. My final day will be September 25, 2016.

I truly enjoyed the time I have spent with Music of the Baroque and I will miss being a part of your team.

Thank you,

Sign your name after printing. Remove the extra space if you are emailing.

Jordan Hiett