

# Sample - Resignation Letter

3519 Front Street  
Brisbane, Q 4000

October 21, 2004

Mr. Jack Wilkins  
Head of Inventory Control  
Widgets Unlimited, Inc.  
16 Ferris Blvd.  
Clinton, Q 4763

Dear Mr. Jenkins:

I am formally notifying you that I'll be tendering my resignation from Widgets Unlimited, Inc. My last day will be on November 12, 2006.

I never imagined that I would have to leave Widgets Unlimited, but due to the relocation of my wife's work to Brisbane, I have made the decision with my wife to move up to Brisbane as a family.

If there is anything that I can do to make this transition easier for the company, let me know and I'd be more than willing to help out.

I have truly enjoyed my work here and I would like to thank you for the opportunity that you have given me to work here at Widgets Unlimited.

Sincerely,

Signature

Scott Nelson  
Inventory Specialist