Sample Resignation Letter:
Wishing You Didn't Have to Leave

Sometimes you have to leave a company that you really enjoy working for. Perhaps you need to relocate to be closer to family. Maybe you have the opportunity for your dream role. Whatever your reason, this resignation letter can help you notify your manager.

The first part of this document is a sample resignation letter. The second part is a template that you can fill in for yourself.

Once you've completed the letter, be sure to
- delete any unnecessary parts
- add your signature

Best wishes on your new professional adventures!

Sample Resignation Letter

Sally Smith
123 Main Street
Anchorage, Alaska 99501
(555) 555-1212
Sally.Smith@Yahoo.com

September 10, 2013

Jane Doe
Managing Director
Borealis Vacations
999 Any Street
Anchorage, Alaska 99501

Dear Ms. Doe:

It is with great reluctance that I am submitting my resignation, effective October 1, 2014.

My association with Borealis Vacations has been a pleasant one, and I will miss the friendships here. However, I have been offered a position that cannot be ignored considering the location (Miami, Florida), the financial benefits, and the future potential of the position.

Please be assured that I will complete all work currently underway and will assist in a smooth transition when I leave.

Thank you for the opportunities for professional development that you have provided me during the last five years. I have enjoyed working here and appreciate the support provided me during my tenure with the company.

I appreciate your understanding of my decision to leave Borealis Vacations and wish you all continued success with your future endeavors.

Sincerely,

Sally

Sally Smith

Template for Resignation Letter

{Insert your Address}
{Insert your City}, {Insert your State}, {Insert your Postal Code}
{Insert your Phone Number}
{Insert your Email}

{Insert today's Date}

{Insert your Manager Name}
{Insert your Manager's Title}
{Insert your Organization's name}
{Insert your organization's Address}
{Insert City}, {Insert State}, {Insert Zip Postal Code}

Dear {Insert Your Manager's Name}:

It is with great reluctance I am submitting my resignation, effective {Insert desired last date}.

My association with {Insert organization name} has been a pleasant one, and I will miss the friendships here. However, I have been offered a position that cannot be ignored considering the {Insert reason for taking new job}.

Please be assured that I will complete all work currently underway and will assist in a smooth transition when I leave.

Thank you for the opportunities for professional development that you have provided me during the last {Insert duration of your time with the company}. I have enjoyed working here and appreciate the support provided me during my tenure with the company.

I appreciate your understanding of my decision to leave {Insert organization name}, and wish you all continued success with your future endeavors.

Sincerely,

{Insert your signature}

{Insert your first & last name}