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Friendly Sample Resignation Letter

Use this friendly sample resignation letter as a guideline for the formatting of your own letter. Don't forget to add the current date and sign the letter by hand before delivering it.

Your Name
Street address
City, State, Zip Code
Phone number
E-mail address

Date

Company Name
Employer's name
Position or title
Mailing address
City, State, Zip Code

Dear Mr. Marvin,

It is with mixed emotions that I submit my resignation today. My last day will be Friday, December 8.

In the five years I've been with A Plus Micro, I feel I've truly become a professional. You've been instrumental in my development and I thank you. I've been offered a position as sales manager, and feel it is the appropriate next step in my career.

Please know I'll do what I can to settle all accounts and prepare them for my replacement. If there's anything else I can help with during this transition, please don't hesitate to ask.

Thank you for all of the opportunities with A Plus Micro.

Most Sincerely,

(Hand written signature)

I.M. Leaving