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Sample Resignation Letter

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

I would like to inform you that I am resigning from my position as (your title) for (current company), effective (final date of employment).

Thank you for the opportunity for professional and personal development that you have provided me during the last five years.

I have enjoyed working for (current company) and appreciate the support provided me during my tenure with the company.

If I can be of any help during this transition, please let me know.

Sincerely,

Your Signature

Your Typed Name