

Resignation Letters

Dear _____:

Please accept this letter as my formal resignation as [title] for [company] to become effective as of [date]. I have accepted a position as [new title & company].

Thank you for your time and efforts in my training and advancement during the past [time frame]. The support and concern shown by you and the rest of the management team has been deeply appreciated.

I wish you and your company continued success.

Sincerely,

Dear _____:

This is to inform you that I have accepted a position with [new company].

This decision was not an easy one and involved many hours of thoughtful consideration, particularly with respect to plans for my future.

My main thoughts now are to work as hard as possible to wrap up projects here and turn over responsibilities as smoothly as possible. However, I would like to join [new company] on [Date].

Thank you for a rewarding professional association during my employment with [company]. I have enjoyed working with you over the last [time frame] and the experience we have shared together.

I wish you continued success in the future.

Sincerely yours,