

(Your Name)
(Street • City • State/Province • Zip Code/Postal Code)
(Phone # • Fax phone # • Messages phone # • Email)

(Date today)

(Recipient's name)
(Company name)
(Address)
(Address)
(Address)

Dear "Recipient's name":

Please accept this letter as my notice of resignation, effective "date".

This wasn't an easy decision, because I am grateful for the rewarding employment I've had with "Company name". But after long hours of consideration, my decision is now final and I have accepted a position with another company.

Sincere thanks and best wishes for the future,

(Sign here)

(Your name, title)