

Sample Resignation Letters

Resignation Letter Sample One

[Your Name]

[Street • City • Province • Postal Code]

[Phone # • Fax phone # • Messages phone # • Email]

[Date today]

[Recipient's name]

[Group or Church]

[Address]

[Address]

[Address]

Dear [Recipient's name]:

I write to inform you that I am resigning from my position as [Name of Position].

I have enjoyed my time at [Group or Church] and want to thank you for having me and making it a rewarding experience. An opportunity has presented itself and I have decided to accept the offer for a new field of knowledge and endeavour. This decision was not an easy one to make, and took a lot of consideration.

The [Group or Church] Human Resources Manual requires me to give fifteen days notice; be assured that I will do my best to effect a smooth transfer of my responsibilities in the time that remains.

I would like to thank you once again for the contribution you have made in helping me to be the best I can be and for believing in my talent. Your professionalism, guidance and understanding have made a lasting impression on me. With this in mind, I wish you, and [Group or Church] every good fortune.

I look forward to hearing from you.

Sincerely,

[Sign here]

[Your name, title]

cc [Names for copies]
