

## RESIGNATION LETTER TEMPLATE

Your Address

Date

Employer's Name

Company Name

Company Address

Dear Mr./Ms./Dr. (Employer's Name):

I would like to extend my appreciation to (Company) for allowing me to work for you for the past (number of years). I have gained a vast amount of knowledge, experience and expertise over the past (number of years). Your support, training, friendship and sincerity will always be remembered.

At this time, I would like to request a two week notice. Due to (reasons for resignation), I will be resigning as of (exact date of effective resignation) to pursue other avenue.

Again, thank you for your time and friendship with (Company).

Sincerely,

Your Signature