

SAMPLE RESIGNATION LETTER

<Date>

<Recipient's address>

Dear <Salutation>:

An opportunity has recently arisen whereby I will be able to make greater use of my educational background and special abilities in<Field of employment>. I am submitting my resignation effective <Date effective>.

I appreciate your help and guidance during my <Time > with the <Name of company> and I am pleased that I was able to work for such a fine company.

Sincerely,