

Your Name
Street Address
City, ST ZIP Code
Date

Recipient Name
Title
Company Name
Street Address
City, ST ZIP Code

Dear Recipient Name:

It is with a heavy heart that I submit my resignation. The last 15 years at Company Name have been wonderful. However, after 40 years in the publishing industry, it is time for me to retire. I am looking forward to traveling, playing golf, and most importantly, spending time with my family, including my seven grandchildren.

My last day at Company Name will be Day and Date. I would be happy to meet with you at your convenience to discuss the transition of my duties to my successor.

I wish the company and all its employees much success in the coming years.

Sincerely,

Your Name
Title