

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