**RESIGNATION LETTER**

***Your Contact Information:*Name**  
**Address**  
**City, State, Zip Code**  
**Phone Number & Email Address**

***Date:***   
  
***Employer Contact Information:*Name of ManagerTitle of ManagerName of OrganizationAddressCity, State, Zip Code**

***Salutation:***

Dear Mr./Ms. Last Name,

***First Paragraph:***

Start off by mentioning that you are now resigning from your current role and also indicate the date when your resignation is effective along with the last day at work.

***Middle Paragraph:***

Show your gratitude towards your employer, managers and colleagues. Do not forget to thank the employer for your personal and professional development and the opportunities you had received during your employment with the company.

***Final Paragraph:***

Offer best wishes to the company and to your manager/colleagues and conclude by offering to assist with the transition.

Sincerely,

***Signature:***

