**JOB RESIGNATION LETTER**

**From:** **[NAME OF SENDER]**  
**Address:** **[ADDRESS]**  
**Phone:** **[PHONE NUMBER]**  
E-Mail: **[EMAIL ADDRESS]**

Date: **[DATE]**

**To:** **[NAME OF RECIPIENT]**  
**Address:** **[ADDRESS]**  
**Phone:** **[PHONE NUMBER]**  
E-Mail: **[EMAIL ADDRESS]**

Dear [NAME OF RECIPIENT],

This letter serves as my official notice of resignation from my position as [OFFICIAL TITLE] with [NAME OF ORGANIZATION], to be made final on the [DAY] day of [MONTH], [YEAR].

It has been with great pleasure to work alongside the individuals at [NAME OF ORGANIZATION], and I will always appreciate the experience and knowledge I gained during my time here.

I hope the notice period is enough for you to find a replacement. Please let me know of any help I can provide to train or assist my successor.

You can reach me by phone ([PHONE NUMBER]) or email ([EMAIL ADDRESS]).

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://esign.com/)

Signature

[NAME OF SENDER]

Print Name