**PROFESSIONAL RESIGNATION LETTER**

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

Date: **[DATE]**

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

Dear [NAME OF RECIPIENT],

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

It has been with great pleasure to be alongside the individuals at [ORGANIZATION], and I will always appreciate the experience and knowledge I gained during my time here. The reason for my departure is [EXPLAIN REASON].

I hope the notice period is enough for you to find a replacement. Furthermore, please let me know of any help I can provide to train or assist the person who will take over my position.

Finally, I would greatly appreciate the opportunity to discuss a professional recommendation letter.

Sincerely,

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

Signature

[NAME OF SENDER]

Print Name