

# PROFESSIONAL RESIGNATION LETTER

From: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address (2): \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_

To: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address (2): \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Dear \_\_\_\_\_,

This letter represents my official notice of resignation from my position of \_\_\_\_\_ with \_\_\_\_\_ be made final on the \_\_\_ day of \_\_\_\_\_, 20\_\_.

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

\_\_\_\_\_

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,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

