

## SAMPLE RESIGNATION LETTER

Date:

To: Name and Title  
Company  
Address

Dear .....

Please accept this letter as my formal resignation as (title) for (company) to become effective (date, usually two weeks from the above date).

This decision was made with much thought and after considering all factors. Please respect that my decision is final and irreversible. For both the advancement of my career and personal life I have accepted employment with another organization and I am committed to starting my new position on no later than (date) and cannot extend my notice.

I anticipate that you will understand and respect my decision. During my remaining time as an employee of (Company), please be assured that I will continue to perform to the best of my ability and do all that I can to assist you with the transition. I have enjoyed my time with (Company) and appreciate all that has been done on my behalf. I wish you the best of luck in your future endeavors and hope that you will do the same for me.

Sincerely,

Note:

You are a valued employee and an asset to the company. Expect an attempt to convince you to change your mind about leaving or to extend your notice period. Be prepared to be courted and just simply state that you have given much thought and that although you have a great deal of respect for (company)... your decision is final and irreversible and that you please ask them to respect that.

Accepting counteroffers not a good decision for all the reasons we discussed.

Good luck on your new career and be assured that you have made a well thought, calculated decision.