

Date

Employer's Name

Title

Company Address

Dear _____:

This letter is to inform you that I am today submitting my resignation of employment which will become effective as of (agreed date).

I appreciate all that (company name) has afforded me, but after careful consideration, I have made a firm decision to accept a new position with another firm. I sincerely believe that this move is in the best interest of my family, myself and my career.

I wish all the best for (company name) in the future, and will do my best to have all my work in order by (agreed date).

Sincerely,

Your name