

Letter 19: Resignation Letter

Date

Name

Title

Company

Address

City, State, Zip

Dear _____,

Please accept this as (2 weeks) formal notice of my resignation from the employment of _____.

My employment with _____ has been a very positive and beneficial experience. I particularly value the relationships developed and hope that those friendships will continue. The experience and knowledge gained during my association with _____ provided career growth for which I shall always be appreciative.

You have my commitment to take care of any business issues in the next (2 weeks). This will include turning over my present duties/records and being available to assist a replacement in the transition. Obviously, I will honor the _____ employee agreement received upon employment concerning areas of confidentiality.

My final day of employment will be (date). I appreciate your cooperation regarding the following expectations:

- payment of salary and commissions due through _____.
- __weeks vacation pay
- conversation with personnel regarding insurance and other benefits

Thank you for your consideration on these issues.

Sincerely,

Signature