

Employee Resignation Letter

[Employee Name]
[Employee Home Address]
[Employee City, State, Zip Code]
[Employee Phone Number]
[Employee Email]

[Date]

[Manager / Supervisor Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear Mr. / Ms. [Manager / Supervisor Last Name]:

Please accept this letter as notification that I am resigning from my position as [Job Title] with [Company Name] on [Date].

If I can be of assistance during this transition, please let me know.

Sincerely,

[Employee Signature]

[Employee Typed Name]

Cc: [as appropriate (e.g. Office Manager / HR Representative)]

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