

Sample Completed Letter of Resignation

Ronald Smith
1222 N. Busy Street
Harrisburg, OK 12345
405-000-1234
rsmith@yahoo.com

Your Contact Information:

Your name
Your street address
Your city, state, zip code
Your telephone number
Your email address

February 14, 2012

Current Date:

Month, Day, Year

Ms. Josephine Boss
Supply Manager
Big Tech Software Company
456 East Main Street
Harrisburg, OK 12345

Address Block:

Mr./Ms./Dr. First Name Last Name
(name of supervisor who receives the letter)
Supervisor's Title
Name of the Company/Organization
Street or P. O. Box Address
City, State Zip Code

Dear Ms. Boss:

Salutation:

Dear Mr./Ms./Dr. Last Name of Supervisor:

I am writing to formally notify you that I am resigning from my position as Quality Monitor with Big Tech Software Company. My last day of employment will be February 29, 2012.

State that you are resigning
Include the title of your position or the job you did
List the exact date of your last day of employment

I appreciate the opportunities I have been given at Big Tech and your professional guidance and support. I wish you and the company success in the future.

Include the name of the company/organization

If I can be of any assistance during this transition, please let me know. I would be glad to help however I can.

Closing thoughts

Sincerely,

Ronald Smith

Ronald Smith

Closing:

Your handwritten signature
Your typed name