

# Resignation Letters

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The time will eventually come for you to resign from a position. This could be due to accepting another position, changing careers, a change in personal circumstances, or any number of other reasons. When resigning, it is best to put your resignation in writing and give at least two weeks notice. To help with writing a resignation letter, a sample is included below.

Jodie Allen  
PO Box 221  
Quitman, GA 31643  
(229) 263-2633

January 30, 20XX

Supervisor's Name  
First Company  
PO Box 2245  
Valdosta, GA 31604

Dear Dr./Mr./Ms. Supervisor:

Please accept this letter as formal notice that I am resigning from the position of \_\_\_\_\_. I have accepted a new position with another company. My last day of employment will be \_\_\_\_\_, which provides you with two weeks notice.

I appreciate the opportunities that you have given me over the years. I wish First Company continued success and hope that we can maintain a professional relationship.

Sincerely,

*Jodie Allen*

Jodie Allen

Notice that a resignation letter is brief and positive. In some cases, you may have disliked the job very much but the letter should be positive. Remember that this will likely be kept in a personnel file and could impact references from the employer.