Formal Resignation Letter Example

December 30, 201X

Ms. Josephine Boss
Chief Executive Officer
Acme Company
456 Main St.
Philadelphia, PA 12345

Dear Ms. Boss,

I am writing to formally notify you that I am resigning from my position as Administrative Assistant with Acme Company.

My last day of employment will be January 14, as per the responsibilities under the terms of my employment contract.

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

Yours sincerely,

Signature *(hard copy letter)*

Jill Applicant

NOTES:

Your letter should always be informative and polite.

Provide as much information as you can regarding your last day of employment, and also ensure that you follow the terms of your contract/employment.

Give positive reasons for leaving (ie; I want a new challenge, I have been offered a position which is in line with my goals etc...,)

You never know when you will need a reference ,or even if you and your former employer may cross paths again in the future, so do not burn your bridges (say negative things about your boss, colleagues, or the company).