

# 3 Resignation Letter Templates



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# Resignation Letter #1

## Short Resignation Letter Without a Reason

Your Name  
Street Address  
City, State, Zip

Company Name  
Street Address  
City, State, Zip

Date

Dear (Name),

Please accept this letter as notice of my resignation as [role] at [Company].  
My final day of work will be [Date] - two weeks from today.

Thank you for the opportunities and support I have received over the past [time period]. It has been a pleasure and an honor to work for [Company].

Please let me know if there is anything I can do to assist during the transition phase while finding and training a replacement for the position.

Kind Regards,

[Signature]  
[Your Name]

# Resignation Letter #2

## Short Resignation Letter With a Reason

Your Name  
Street Address  
City, State, Zip

Company Name  
Street Address  
City, State, Zip

Date

Dear [Name],

Please accept this letter as my formal resignation from my position as [role] at [Company]. This letter serves as one month's notice with my final day of work being [Date].

I have accepted a position in [location], which gives me the chance to relocate closer to my family. This was not an easy decision as I love my work here with [Company], but also have family responsibilities I need to take into account.

Thank you for [number] very rewarding years with [Company]. I have enjoyed working with you and valued the privilege to be a part of such a proactive and professional team. I wish the team at [Company] all the best and hope our paths cross again in the future.

Kind Regards,  
[Signature]  
[Your name]

# Resignation Letter #3

## Providing Short Notice

Your Name  
Street Address  
City, State, Zip

Company Name  
Street Address  
City, State, Zip

Date

Dear [Name],

Please accept this letter as notice of resignation from my position as [Role title] at [Company]. I apologize for the sudden timing of my resignation, however, due to unforeseen circumstances, I have to resign. My last day at work will be [Date].

Thank you for the opportunities I have been given to grow professionally. I wish the company great success going forward.

If I can be of any assistance during the transition period, although brief, please let me know.

Sincerely,

[Signature]  
[Your name]

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