Templates for Resignation Letters

Two Weeks’ Notice Template:

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

I am writing to announce my resignation from Company Name, effective two weeks from this today (enter date).

Personal note (optional)

Thank you for the opportunities for growth that you have provided me.

I wish you and the company all the best. If I can be of any help during the transition, please don't hesitate to ask.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name

Simple Letter of Resignation Sample

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

Please accept this letter as formal notification that I am leaving position with company on x date.

Thank you for the opportunities you have provided me during my time with the company.

If I can be of any assistance during this transition, please let me know. I wish you all the best.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name

Email Letter of Resignation Sample

**Subject Line:** Letter of Resignation - Your Name

**Body:**

**Dear (hiring manager),**

**Please accept this as my letter of resignation from X position with ABC Company, effective date effective.**

**I’d like to thank you for the opportunity to learn and grow with ABC Company.**

**If there is anything I can do to help with the transition, please let me know. I wish you all the best.**

Thank you,

Your Name

Resigning from a New Job

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

I am writing to formally notify you of my resignation from my position at ABC Company. My last day of employment with ABC will be Date.

Though my time with ABC Company was short, I learned many valuable lessons.

I cannot thank you enough for all of the opportunities and experiences you have provided me during my time with the company.

I appreciate your support and understanding, and I wish you all the very best.

Please let me know if I can be of any assistance during the last few weeks of my time here.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name

Short Notice Resignation Letter

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

Please accept this letter as formal notification that I am resigning from my position with ABC Company. I understand that two weeks notice is standard. However, if at all possible, I would appreciate you releasing me from employment with the company as soon as possible.

I would be glad to provide any assistance I can during this transition.

Thank you for the opportunities for professional and personal development that you have provided me.

I have enjoyed working with you and appreciate the support provided me during my tenure with the company.

I'm looking forward to hearing from you regarding the end date of my employment.

Sincerely,

Your Signature *(hard copy letter)*

Your Typed Name