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**Open**

### Sample Resignation Letters

[Your Name]  
[Street \* City \* State \* Zip Code]  
[Phone # \* email]

[Today's date]

[Recipient's name]  
[Company name]  
[Address]  
[Address]

Dear [Recipient's name]:  
(Choose one)  
I have decided to tender my resignation. My last day will be [date].  
Please accept this letter as my notice of resignation, effective [date].  
This is to formally notify you that I am resigning from [company name] as [title]. [Date] will be my last day of employment.

(Choose one or more)  
\*Thank you for the opportunity to work for such an outstanding organization.  
\*This wasn't an easy decision, because I am grateful for the rewarding employment I've had with [company name]. But after long hours of consideration, my decision is now final and I have accepted a position with another company.  
\*I hope a two-week notice is sufficient for you to find a replacement for me. If I can help to train my replacement or tie up any loose ends, please let me know.  
\*I made this decision, not because I'm unhappy with the opportunities you've presented, but as a strategic career move. It's been a great pleasure working with you and representing the company. I wish you and [company name] continued success.

(Choose one)  
\*Please feel free to call on me if I can help ensure a smooth transition.  
\*Thank you very much for the opportunity to work here.  
\*Sincere thanks and best wishes for the future.

Sincerely,

[Sign here]

[Your name, title]

### Basic Retail Resignation Letter

151 Kauri Rd  
Wellington  
(04) 444 4444

19 October 2016

Ms Boss  
Market Research Manager  
Marketing Insights Ltd  
106 Branding Road  
Auckland

Dear Ms Boss

I wish to inform you that I am resigning from my position as market researcher for Marketing Insights Ltd. My last day of employment will be November 16, 2016.

I have accepted an offer of employment at Every Opinion Counts Co. as a senior research analyst. Taking up this offer was not an easy decision to make but I felt I was ready for a new challenge in my career.

Thank you for the many opportunities I have had with this organisation. I've enjoyed being part of your team and have worked alongside some excellent people. I also appreciate the way you have supported me in my personal and professional development over the past 5 years.

Best wishes to you and the company for the future. I hope that you are happy to act as a referee for me if the occasion arises. Please let me know if I can be of assistance during the transition of the new market researcher.

Yours sincerely

Tracey Towers

223 Main Street, Anaheim, CA 92805 714-222-1234 jsmith@retail.com

August 7, 2020

Janie Smith  
Senior Manager  
Johnson's Furniture Store  
123 Business Rd.  
Business City, CA 94321

Dear Ms. Smith,

I would like to notify you that I am resigning from my position as Assistant Manager for Johnson's Furniture Store effective August 21.

Thank you very much for the opportunity you've given me to learn all about store management and proper customer service. I have grown up in time with the company, and I believe the experience has taught me much about the furniture industry as well as how to effectively manage employees.

Next month I will be taking a position as a manager of a new retail store, but in the meantime, I will be happy to assist in the transition of a new Assistant Manager.

Sincerely,

Joseph G. Hunter (signature hand copy letter)

Joseph G. Hunter







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