

30 February 2050

Mr. John Doe  
Supervisor  
Big Company, Inc.  
123 Wherever Drive  
Orlando, Florida 12345

Dear Mr. Doe:

Please accept this letter as formal notification that I am resigning from my position as a Senior Engineer with Big Company, Inc., effective today. My last day will be 44 February 2050. *State that you are officially resigning and give dates.*

I want to take this opportunity to express how deeply thankful I am for the opportunity to work for Big Company for the last \_\_\_ years. This experience has helped me grow my career and meet many great people. I am eager to take what I have learned with me as I pursue the next stage of my career. *State how truly appreciative you are of your job. Briefly state how it may have made you better. Thank them for the opportunity.*

During my final two weeks, I will do my best to complete all my duties. If needed, I would be happy to train new members. Please do not hesitate to ask if there is any way I can help in the transition. *Ensure your boss that you will be productive in your last two weeks and offer to help the transition.*

I deeply appreciate all the help and support you have given to me over the years. I hope to stay in touch in the future. I wish you and Big Company great success! *End positively. Strong recommendations from previous employers go a long way in job hunting.*

Sincerely,

*John Hancock*

John Hancock  
Director, Awesome Lab  
Current title  
567 Research Drive  
El Paso, TX 79968  
(555) 123-4567  
[email@gmail.com](mailto:email@gmail.com)

*Use professional letterhead and signature. Type and printer letter. Hand deliver to your boss. Keep letter very simple and limited to one page or less. Make the letter positive. Do not include insults, complaints, revengeful verbiage, or anything negative.*