

30 February 2050

Mr. John Doe
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 appreciate all of the help and support you have give to my 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
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(555) 123-4567
email@gmail.com

Use professional letterhead and signature. Type and printer letter. Hand deliver to your boss. Keep letter to less than one page or less. Keep the letter very simple.