



HOW TO WRITE A RESIGNATION LETTER

- When writing a letter of resignation, it's important to keep your resignation letter simple and brief.
- Start with the date and the address of the company.
- Regardless of why you are resigning or how you feel, do not include anything negative about the company, your supervisor, your co-workers, etc. Make the letter as positive as possible.
- Include a handwritten and typed signature.
- It is standard to give at least two weeks notice prior to your date of resignation.
- Thank them for the opportunities that they have given you and the things that you have learned. Remember that it is not unusual to cross paths with people from previous companies. It is in your best interest to end your employment on a positive note.
- Keep in mind that this letter will be kept as part of your permanent employment record.
- You should state that you are resigning, include the position that you are resigning from and give the date when your resignation will be effective.
- Make and keep a copy of this resignation letter for your own records.

December 20, 2014

ABC Company
853 Camino Del Mar, Suite 202
Del Mar, CA 92014

Dear John:

Please accept this letter as a formal notice of my resignation from the position of Sr. Accountant to become effective on January 3, 2015.

I want to express my gratitude for a rewarding employment experience with ABC Company and with you personally. I have appreciated both being part of the ABC team and the opportunities that have been provided to me during the last several years. Thank you for the support, guidance and encouragement you have provided me during my time at ABC.

Please be assured that I will do all that I can to assist you in the smooth transfer of my responsibilities before leaving. Please let me know what I can do so this process is completed to your satisfaction.

Sincerely,

James Smith

James Smith