

SUGGESTED LETTER OF RESIGNATION

{Date}

{Superior's Name}
{Address}
{City, State Zip}

Dear {Name},

Please accept this letter as my formal two-week notice and resignation. I have accepted a position with a new employer.

I want to assure you of my gratitude for a rewarding professional association during my employment with {old company}.

This decision was not an easy one, and involved many days and hours of thoughtful consideration, particularly with respect to my own plans for my future. Nevertheless, my decision is final.

Please do not make this process more difficult than it need be by discussions of the reasons for my decision or whether it can be changed.

My main thoughts now are to work as hard as possible to wrap up my affairs here and to assist you in making as smooth a transition as possible.

With sincere thanks and best wishes for the future,

{Your Name}

cc: President, Direct Supervisor, Personnel, Vice President, Plant Manager, any others in the chain of command above you.

Send a copy to all hiring authorities - this will depend on the structure of the company.