

Sample Completed Letter of Resignation

February 14, 2012

Ms. Josephine Boss
Supply Manager
Big Tech Software Company
456 East Main Street
Harrisburg, OK 12345

Dear Ms. Boss:

I am writing to formally notify you that I am resigning from my position as Quality Monitor with Big Tech Software Company. My last day of employment will be February 29, 2012.

I appreciate the opportunities I have been given at Big Tech and your professional guidance and support. I wish you and the company success in the future.

If I can be of any assistance during this transition, please let me know. I would be glad to help however I can.

Sincerely,

Your Signature

Ronald Smith

Ronald Smith
1222 N. Busy Street
Harrisburg, OK 12345
405-000-1234
rsmith@yahoo.com