

## Sample Resignation Letter

Dear (manager's name):

This is to inform you that today,(today's date), I am submitting my resignation of employment which will be effective on (date of final work day).

I appreciate all the opportunities that (company name) has afforded me. But after careful consideration, I have made a final decision to accept a new position. I sincerely believe that this is in the best interest of my family, myself and my career. I know you will respect my decision.

I wish all the best for (company) in the future, and I will do my best to have all my work in order by my departure date.

Sincerely,  
(your signature)