

[Your Name]  
[Street Address]  
[City, St Zip]  
[Optional – Email Address]

[Today's Date]

[Name of Recipient]  
[Title]  
[Company]  
[Address]  
[City, St Zip]

Dear [Name of Recipient]:

[Start your letter with a short presentation containing positive statements.]

[Express that you are leaving your position, indicate the date you will be leaving.]

[Say a few positive words about your experience with the organization. Do not get personal and avoid any kind of negative statements. Remember: Your resignation letter will be saved for many years in your employment file. It's better to settle the difference before leaving.]

Sincerely (or Respectfully Yours),

(Sign here for letters sent by mail or fax)

[Typed Name]  
[Title – if applicable]