



## Resignation Letter Examples

### **PDF Resignation #1 - Clean and simple**

Dear John,

Please accept this letter as notice of my resignation from (company), effective (date). I truly appreciate the opportunity that working in the role of (job title/ your assistant/ etc) has provided for me. My experience at (company) has been rewarding and productive.

I wish you and (company) all success in the future.  
Thank you for everything.

Sincerely,

### **PDF Resignation #2 - Difficult decision / Confidential**

Dear John,

The past few weeks have been difficult for me as I deliberated the development of my career and whether it would be best served staying with (company) or moving to a new employer. Therefore, it's with somewhat of a heavy heart that I am submitting my written notice of resignation from (company) effective two weeks from today. My last day will be (date). I would prefer at this time to keep my new place of employment confidential.

I will be happy to help train my replacement and will do all I can to make the transition as smooth as possible.

My experience at (company) has been rewarding and productive, and I wish only the best for you -- and for the company. Thank you again for all your support during my term of employment.

Sincerely,

### **PDF Resignation#3 - Dream Job / thank you and keep in touch.**

Dear John,

I am writing to you today to officially tender my resignation from (company) effective (date). I have been given a wonderful opportunity as a (can name new job here), which has always been a career goal of mine. I simply had to take advantage of it.

I cannot say enough wonderful things about (current company), and about the opportunity I've had by working here. Your leadership has taken us all to new levels, and I have appreciated all your professional advice and support over the time I've been here. I will continue to build on this groundwork throughout my career. It's my hope that we will stay in touch as I begin this new chapter in my life.

If you have any questions, please ask.  
Thank you again for everything.

Sincerely,