

## Resignation Letter

Keep it short and positive. You may consider something like:

I want to thank you for all you have done for me here at (Company). It's been a pleasure working with you, and representing the company as your (job title).

I have accepted an offer with another firm that is more in line with my career objective and have decided to tender my resignation. My last date of employment will be (approximately 2 week notice). This decision has nothing to do with (company) or the exceptional opportunity you have provided me here. You and the company have been more than fair with me, and I genuinely appreciate all your support.

I wish (Company) continued success, and I want to thank you for allowing me to be a part of your team. Please feel free to contact me at any time if I can be of further assistance in helping with a smooth transition.

Kind Regards

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