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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

Dear Frank,

The purpose of this letter is to provide my resignation notice from my position here at Work for Truth. My final day will be two weeks from today, on March 30, 20XX.

Thank you for the business opportunities provided to me over the past 10 years. I have enjoyed working with an amazing group of coworkers. In my time with Work for Truth, we have completed [examples of projects, systems, and processes implemented] to support the organization’s continued growth. I will carry my experiences and learnings forward throughout my career.

Please let me know what I can do to successfully support the transition, including training my successor and transitioning duties and responsibilities.

I would love to remain in touch. My contact information is below.

I wish you and the company here at Work for Truth all the best.

Sincerely,

[Signature]  
Jim Adams  
555.555.1234  
jadmas@email.com