Joe Smythe  
Address  
City, State Zip Code  
Phone Number  
Email

Date

Frank Short  
Director  
Goldco, Inc.  
Address  
City, State Zip Code

Dear Frank,

I am writing to inform you of my decision to resign from Goldco, Inc., effective March 1. I have greatly enjoyed working for you for the past five years. I have learned a lot, and grown professionally during my time in your employ. I very much appreciate the opportunity to have worked with such a great group of people.

Please feel free to contact me with any questions about the projects I have been working on. In the coming weeks before March 1, I am happy to help in any way with the transition process.

Thank you for your understanding of my decision to leave the company, and all your support over the years. I wish you all the best for your continued success.

Respectfully,

Signature (hard copy letter)

Joe Smythe