**Basic Letter of Resignation With Formal Notification**

Your Name  
Your Address  
Your City, State Zip Code  
Your Phone Number  
Your Email

Date

Name Title Organization Address City, State Zip Code

Dear Mr./Ms. Last Name:

Please accept this letter as formal notification that I am leaving my position with XYZ company on September 15.

Thank you for the opportunities you have provided me during my time with the company. I am more than grateful to have had the opportunity of working with the team here. If I can be of any assistance during this transition, please let me know.

Sincerely,

Your Signature *(hard copy letter)*

Your Typed Name