**Simple Letter of Resignation**

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:

I've recently accepted a position at another company, and so I'm writing today to offer my formal notice that I'll be leaving my job. My last day will be January 15.

I've enjoyed my time with XYZ Corp, and I thank you for all your help and guidance over the past five years. Please let me know if I can be of assistance during this transition.

Sincerely,

Your Signature *(hard copy letter)*

Your Typed Name