NOTE: This sample resignation letter comes from a situation where the employee had been with the organization for 9 years, and everyone involved knew he would be leaving because his wife was graduating from a PhD program and they were moving out of state. Therefore, the letter is a simple formality and did not need to be overtly detailed or heartfelt. In situations where the organization may be upset that the employee is leaving or there are other circumstances involved, a more [heartfelt](https://resumegenius.com/resignation-letters/life-situation-samples#Heartfelt-Sample) or [detailed](https://resumegenius.com/resignation-letters/two-weeks-notice-samples#Professional-Sample) letter would be warranted. In most situations, it is recommended that you notify your organization verbally and then follow up with the letter as confirmation.

See additional samples at <https://resumegenius.com/resignation-letters>.

Joe Domer

123 S. Street St. #3

City, ST 12345

555-555-5555

Month DD, YYYY

Jane Smith

Director of Human Resources

Company Name

Company Address

Dear Jane,

Please accept this letter as formal notification that I am leaving my position of Job Title with Company Name effective Wednesday, June 3rd. Per our conversation, my exit interview will take place on my last day in the office, Friday, May 29th.

I have greatly enjoyed my time at Company Name, and will always feel part of the Company Name family. If I can be of any assistance during the transition, please let me know.

Sincerely,

Joe Domer