

Use the same heading as  
your resume

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## FIRST NAME LAST NAME

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1112 Main Street • Norfolk, NE 68701 • (402) 371-0000 • jodraft@msn.com

Today's date

Mr. Harvey Leo, Title  
Company  
900 East Valley Drive  
Omaha, NE 68105

Dear Mr. Leo:

Please accept this letter as formal notice of my resignation from **specific job title** in **specific department**. My last date of employment will be on **date**.

Thank you for the opportunity to work in this capacity. I have enjoyed my time here and have worked with a great team.

Sincerely,

Sign the letter.

First Name Last Name

cc: Human Resources

**TIPS:**

- Address the letter to your supervisor. Also, include a copy of the letter to Human Resources so it becomes part of your permanent file.
- Not necessary to go into detail why you are leaving position.
- Even if you are not leaving on great terms, stay positive in the letter and never "burn any bridges".
- Re-emphasize your most important terms of your resignation, such as end date, transition period, etc.
- Use Arial or Times New Roman Font, size 12.
- Top margin should be 1 inch and side margins 1 to 1 ½ inches. Center body of letter (Equal space before date and after your signature line.)
- Keep letter brief and professional.