

Resignation Letter Example

Mr. Steven Page
ABC. Inc.
5 Main Street
Chicago, IL 94102

Dear Steven,

I am writing to inform you that I have decided to resign from ABC. Inc. as of (today's date). Please accept this as my 2-week notice. My last day of work will be XXX if acceptable to you.

Steven, this decision does not reflect any dissatisfaction or unhappiness with you, the company, or my current position at ABC. Inc.; on the contrary, the job, the company, and you in particular, have been very helpful to my career development. I have thoroughly enjoyed working for you.

Having said this, an opportunity has presented itself which I cannot afford to turn down. I do not wish to consider a counteroffer and ask only that you wish me well in this new career endeavor.

Steven, I have enjoyed working with you and will always speak very highly of ABC. Inc. and you personally.

Sincerely,

John Oakley
john@oakley.com
7 Apple Court
Chicago, IL 97401
312-555-0303