

**YOUR PERSONAL LETTERHEAD HERE THAT INCLUDES, NAME, ADDRESS,  
CITY, STATE, ZIP CODE, AND CELL NUMBER**

**LETTER OF RESIGNATION**

Today's Date

Your Superior's Name  
Your Superior's Title  
Your Company's Name  
Street / Business Address  
City, State, Zip Code

Dear \_\_\_\_\_ (Boss' First Name):

Due to the acceptance of a very fine career opportunity that was recently presented to me, I have decided that I must leave the employment of \_\_\_\_\_ (Name of Company).

I have enjoyed the pleasant associations and friends that I have made since joining \_\_\_\_\_ (your company's name) and consider the experience gained here as personally and professionally beneficial. Nonetheless, my first obligation is to my family and myself as far as continued personal growth and career opportunity. Therefore, I would like to tender my resignation effective \_\_\_\_\_ (this date – TODAY).

I feel that it is only proper for me to provide a two (2) week notice, therefore, \_\_\_\_\_ (10 working days from today) will be my last day of work. I would like to apply \_\_\_\_\_ days of my accrued paid vacation to my notice, making my last day of work \_\_\_\_\_).

I may want to continue my health insurance coverage for a period under COBRA. Therefore I would appreciate you directing me to the appropriate person and / or forms as soon as possible.

It has been a pleasure working with you and for you for the past \_\_\_\_\_ (time in job) years. Please accept my best wishes for \_\_\_\_\_ (company's name) and your continued success!

Sincerely,

(Your Signature and Title)

**Note:** Date the letter the day you are handing it to your Superior. Send one copy (blind) to your "Headhunter" and retain one copy for your records.