



Sample Resignation Letter

F10

123 University Lane
City, State Zip
May 1, 2005



Ima Movingon's
Address

Mr. Joe Boss
Area Manager
Somekindof Chemical Company
456 No Grow Avenue
City, State Zip

Dear Mr. Boss:

It is with melancholy that I submit my resignation as Assistant Sales Manager effective June 1, 2005.

The time I have spent with Somekindof Chemical Company has been most rewarding and helpful in my career, and I hope that my contributions to the company have been constructive.

As you know, I have accepted a regional manager position with Makeitgreen Incorporated that will further enhance my career growth and will expose me to new challenges and opportunities that I believe are in my best interest.

Although I'm eager to accept the challenges in this new position, there is regret in leaving the Somekindof Chemical Company. I won't forget the friendships and professional growth I've experienced as an employee here. Best wishes to you and the rest of the company.

Sincerely,

Ima Movingon



Ima Movingon's
Signature

Ima Movingon

NOTE: It is not absolutely necessary with this type of letter, but it may be a good idea to cc: someone else in the chain of command, for example your supervisor's supervisor or the individual processing your paper work. Taking this action insures that there is more than one record of your letter being sent.

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