(Your Address 1)

(Your Address 2)

(Your Address 3)

(Postal Code)

10 January, 2004

(Boss’ Name)

(Company Address 1)

(Company Address 2)

(Company Address 3)

(Postal Code)

Dear (Boss’ Name):

RE: Letter Of Resignation

Please accept this as formal notice of my resignation from the position of *(your job title and site/department/division as applicable)*, with effect from *(normally date of the letter or receipt of letter – check your contract – if in doubt refer to date of letter).*

I never thought I would ever leave such a great company such as *(company name),* but another opportunity has arisen that represents a positive move toward fulfilling my career goals.

I cannot say enough wonderful things about *(company),* and about all the people I’ve worked with in my years of service with the company, and especially about your leadership in particular. It has taken us all to new levels, and I have appreciated all your personal and professional advice over the years. It’s my hope that we will stay in touch as I begin this new chapter in my life.

Thanks again for everything. I have truly valued our working relationship.

Sincerely,

(Your Name and Signature)