............................................................................. (NAME)

.............................................................. (DATE)

*ATTN: ................................................................................*

*COMPANY: ..............................................................*

*Dear ..............................,*

I would like to inform you that I am resigning from my position as a ........................... with ............................................... (Company.) I have decided to pursue a career in other fields. I will be leaving the company on ………………………………….

*I want to thank .................................. and the company for their help and support while I was a ..................................... The company always gave me the tools I needed to be successful in my position. I also think that the company culture influenced my personal direction and morals.*

*I'm really pleased to get the chance to work with a fantastic firm and wonderful individuals.*

I'd want to do something as a final touch, so I'd like to extend an invitation to help with training my substitute.

Thank you for your time. Please contact me if there's anything else I can do to make the transition smoother for you.

*Sincerely,*

........................................................ (Name and signature)