**Sample Resignation Letter**

This sample resignation letter template contains:

* Positive statements to keep good relationships
* Official notice statement with date
* Offer to help with transition

Date

Your manager name  
Title

Phone Number

Company  
Address

Dear [Manager name],

Please accept this letter as formal notification that I am leaving my position with [Company] [XYZ department]. My late date will be [final day].

Thank you for the opportunities you have provided me during my time with your team. Contributing to [TEAM/dept name] has been a very rewarding experience, and I will not hesitate to refer my friends to your team and department.

If I can be of any assistance during this transition, please let me know.

Sincerely,

Your signature

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