## Resignation Letter

A resignation letter can help you maintain a positive relationship with your old employer, while paving the way for you to move on. You never know when you might need that previous employer to give you a reference, so it makes sense to take the time to write polished and professional resignation letters. Your resignation letter also provides official notice that you're terminating your employment with the company.

Today's Date

Chris Smith
Job Title
Name of Employer
Street Address
Oty, State Zip Code

## Dear Ms. Smith:

I am writing to inform you of my decision to resign from Goldco, Inc. effective March 1. I have greatly enjoyed working for you for the past five years. I feel that I have learned a lot, and grown professionally during my time at this company.