



Your Phone Number

Your Email

Date

Contact Name

Job Title

Company Name

Address

City, State Zip Code

Dear Mr./Ms. Lastname:

I am writing to announce my resignation from Truly and White, effective two weeks from today. I will always cherish my time here, and I've enjoyed working with you and the entire management team. However, this past week I was offered an opportunity to accept the job of my dreams.

Thank you for the opportunities you gave me at Truly and White. I learned so much while I was here, and I hope I have provided value to the company as well. I will be happy to assist with training a replacement and do anything else you might need to ensure a seamless transition.

Sincerely,

Your Signature (hard copy letter)

Typed Name