

Resignation letter example #1 – Two week

Junita Firebird

Tempe, AZ • 480-555-3245 • Junita.Firebird@outlook.com

August 20, 2021

John Fleming, MBA
VP, Marketing
Johnson Contrast
47 Windemere CT
Surprise, AZ 99999

Dear Mr. Fleming:

Thank you so much for the opportunity to work with you and the team at Johnson Contrast. I am writing to give you my formal notice that I have accepted another position as Manager of Marketing with Creative Company. My last day of employment is two weeks from today, September 3, 2021.

This is a new management opportunity that provides new growth opportunities for me, both professionally and personally. I am very thankful for the experiences I have had while working here at Johnson Contrast. I appreciate all your support and leadership over these past two years.

Please let me know how I may help and support you and the team as I transition to my new role. I wish you and the team all the best in your future endeavors.

Thank you so much.

Sincerely,

Junita Firebird

Junita Firebird

Resignation Letter example #2 – Short Notice

JOHN DUNN

303-678-7777 • Boulder, CO 80301 • jdunn@gmail.com

March 13, 2020

Ron Ely
Supervisor, Communications
Out of Africa Imports
8484 Sierra Road
Boulder, CO 80302

Dear Ron:

I am formally submitting my letter of resignation effective Friday, March 20, 2021, from my position as Communications Liaison at Out of Africa Imports. My apologies for giving you such short notice. This is due an offer I received and have accepted from another company in Los Angeles, CA.

I would like to express my gratitude for the opportunities this company has provided me over the past five years I have worked here. Your encouragement, support and leadership made a strong impact on my career.

I appreciate your understanding and I am willing to help make this transition easier over the next few days.

If you need to contact me after my departure, please do not hesitate to contact me via phone or email. I will be happy to help answer questions about my, to provide a smooth transition.

Sincerely,

John Dunn

John Dunn

Resignation Letter sample 3# - Immediate Resignation

Eliot T. Bradshaw

etbradshaw@gmail.com • Chiswick, MA • 750.899.4322 • [linkedin.com/in/etbradshaw](https://www.linkedin.com/in/etbradshaw)

December 15, 2020

Guy B. Elswick, CPA
Supervisor
Anderson Accounting
567 Spring Avenue
Dallas, TX 24356

Dear Guy:

Please accept this letter as my immediate notice of resignation from my role as Accountant for Anderson Accounting, effective tomorrow, December 16, 2021, at 5:00 pm. I deeply regret that I am not able to give you more notice, but due to health issues with my partner, I need to resign immediately to take care of urgent family responsibilities.

Thank you so much your support and encouragement for the past five years. I have really enjoyed working with you and the Accounting Department staff.

I am happy to help with the transition and will be available to answer any questions or concerns that may arise after my departure. You may reach me at **750.899.4322** or email at **etbradshaw@gmail.com**.

I am grateful for my time at Anderson Accounting, and I will miss working with you and the team.

Sincerely,

Eliot T. Bradshaw

Eliot T. Bradshaw