

## Resignation form

Dear [Recipient's name]

I am sorry to inform you that I am leaving [company name]. This was a difficult decision, as working for [company name] has been a positive experience and one for which I am thankful. I have learned a great deal here, and have enjoyed working on our projects with you. However, career enhancement opportunities have led me to accept a position with another company. This final decision was reached only after thorough consideration

In order to lessen the impact of my departure I have postponed the effective date of my leaving until two weeks after the date of this letter

I wish continued success to [company name], to your projects, and to you. Please feel free to contact me after I leave if I can be of any assistance

Sincerely

Signature