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770-517-2660

## **SAMPLE RESIGNATION LETTER**

Date

Joseph Candidate  
838 Marian Way  
Atlanta, GA 30069  
(770) 517-2660

Mr. Brett M. Stevens  
President  
The SearchLogix Group  
2950 Cherokee Street  
Building 900  
Kennesaw, GA 30144

Dear Brett:

I have enjoyed and appreciated the time that I have worked here at \_\_\_\_ (Company) \_\_\_\_.

It has been a valuable experience; however, I have elected to accept another position elsewhere and will be resigning effective \_\_\_\_ (Day, Date) \_\_\_\_.

I have made a commitment to my new employer with regard to start date, so I can not extend beyond the customary two weeks notice; however, I will work diligently during this time to ensure a smooth transition.

I would greatly appreciate your respect of my carefully considered decision to make this change by not attempting to influence me to do otherwise. I am certain it is in my best interests to make this change.

Again, it has been a pleasure being associated with you and \_\_\_\_ (Company) \_\_\_\_.

Respectfully,

*Joseph Candidate*