



Reputation: Honest, Ethical, Industry Experts,
Well Connected to the Leaders of Industry

www.searchlogixgroup.com

www.thedailyrecruiter.com

<http://www.facebook.com/TheSearchLogixGroup>

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