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Attn:

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Re: LETTER OF RESIGNATION

Dear :

Please accept this as formal notice of my resignation from the position of at , effective () weeks from today, making my last day of employment .

After careful consideration, I have made the decision to resign in order to . Working for has been a wonderful experience that has afforded me many valuable opportunities to learn and grow, and I am very grateful to have been part of this organization.

I wish you and continued growth and success in the future.

Sincerely,

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