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**BUILDING
BETTER
COMPANIES**

Below is an example resignation letter.

**(Sample)
RESIGNATION LETTER**

Date

Your Name
Your Address
Your Phone Number
Your E-Mail Address

Recipient's Name
Company Name
Address

Dear (Recipient's Name from above):

Please accept this as my formal resignation from (Company Name), effective (date, usually two weeks from the above date). I greatly appreciate you giving me the opportunity to work for (Company Name).

This decision was made very difficult because I have thoroughly enjoyed my time with (Company Name). After many hours of deliberation, my decision is final and I have accepted a position with another company.

Please let me know if you need my help in any special capacity over the next two weeks. Again, thank you very much for the opportunity to work at (Company Name).

Best Regards,
(Signature)
(Your Name, Your Title)