

Date

Inside Address

Dear John;

I have had the privilege of working with you and your organization for the past 4 years, in that time I have developed and grown with your firm and have become friends with many wonderful people. It is therefore with great difficulty that I tender my resignation. This has been a difficult decision but a necessary one. I have been offered a position with a company that offers me growth and responsibility that I cannot attain with _____. Please except this decision as final as my commitment has been given to start on _____. Consequently I am not open to the consideration of a counter offer if one were to be offered.

I would appreciate the opportunity to complete the next two weeks in a comfortable environment so I can continue to focus on completing my duties and wrapping up my area of responsibility in a professional manner. I will be available to help identify my replacement and to transfer any case/work load to the assigned person or persons per your instructions.

Thank you for your understanding and consideration in this matter and for the opportunity to grow and learn over the past few years. You and _____ have helped to further my career and to establish many wonderful and I hope lifelong relationships. Thank you.

Sincerely yours,

John Doe