



# Zeta Consulting

## Executive Search

### Sample Resignation Letter

**Modify this basic form letter for a professional resignation.**

Date:

Company Address:

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Dear \_\_\_\_\_:

Please accept this letter as my official notice of resignation. I appreciate the work we have been able to accomplish together at \_\_\_\_\_, but I have now made a commitment to another organization, and will begin with them on \_\_\_\_\_.

Know that is my intention to work diligently with you to wrap up as much as possible in the next two weeks to make my resignation as smooth as possible. If you have any suggestion on how we can best accomplish that goal, I hope you will share your thoughts with me, as I am eager to leave on the most positive note possible.

Sincerely,