

Your Name

Your Address

Your City, State, Zip Code

2/27/2008

[Type the sender company address]

[Type the recipient title]

[Type the recipient address]

Dear Mr. Johnson:

I hereby tender my resignation from my position as Staff Accountant. My last day will be on March 12, 2008, two weeks from today.

I have accepted a position with another company to further my career goals and investigate new opportunities.

I have truly appreciated the opportunities and experiences that have been provided to me during my employment with XYZ Company. I wish you and XYZ Company continued success in all your endeavors.

Sincerely:

Your Name