



Resignation Letter

Mr. Steven Page
ABC Inc.
5 Main Street
Chicago, IL 94102

Dear Steve,

I am writing to inform you that I have decided to resign from _____ Co., Inc. as of (today's date). Please accept this as my 2 week notice. My last day of work will be _____ if acceptable to you.

Steve, this decision does not reflect any dissatisfaction or unhappiness with you, the company, or my current position at _____; on the contrary, the job, ABC Company, and you in particular, have been very helpful to my career development. I have thoroughly enjoyed working for you.

Having said this, an opportunity simply has presented itself, which I cannot afford to turn down. I do not wish to consider a counter offer and ask only that you wish me well in this new career endeavor.

I have enjoyed working with you Steven and will always speak very highly of the Company and you personally.

Sincerely,

John

John Oakley
john@oakley.com
7 Apple Court
Chicago, IL 97401
312-555-0303