Street Address City,

State Zip Code

Phone Number

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address

City, State Zip Code

Phone Numbe

This letter is to inform you of my decision to resign from my position as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, effective in two weeks.

Again, I have been passed over for promotion. Despite sterling evaluations from my superiors, the challenges and rewards I seek from my employment do not appear to be forthcoming. It is, therefore, unconscionable for me to remain with a company that neither rewards my accomplishments nor recognizes my potential.

My frustration, however, does not diminish the fact that my friendships here have been a source of pleasure and satisfaction. I wish everyone the very best.

Because all my projects are complete and my assignments are up to date, my replacement should have little difficulty taking over my responsibilities. However, if any problems should arise, you may contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I will be happy to respond to any questions you or my replacement may have.

Sincerely,

(

Your Signature in blue or black ink

)

Your typed name

Sincerely,

(Your Signature in blue or black ink)

Your typed name