Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

It is with a heavy heart that I submit my resignation. As one of the first employees at Company Name, I watched the company grow from a small local firm to a national company that leads the industry in textbook publishing. However, in light of the changes that have taken place as a result of the recent merger, I no longer feel that Company Name is the place for me.

My last day at Company Name will be date. I would be happy to meet with you at your convenience to discuss the transition of my duties to my successor.

I wish the company and all its employees much success in coming years.

Sincerely,

Your Name

Title