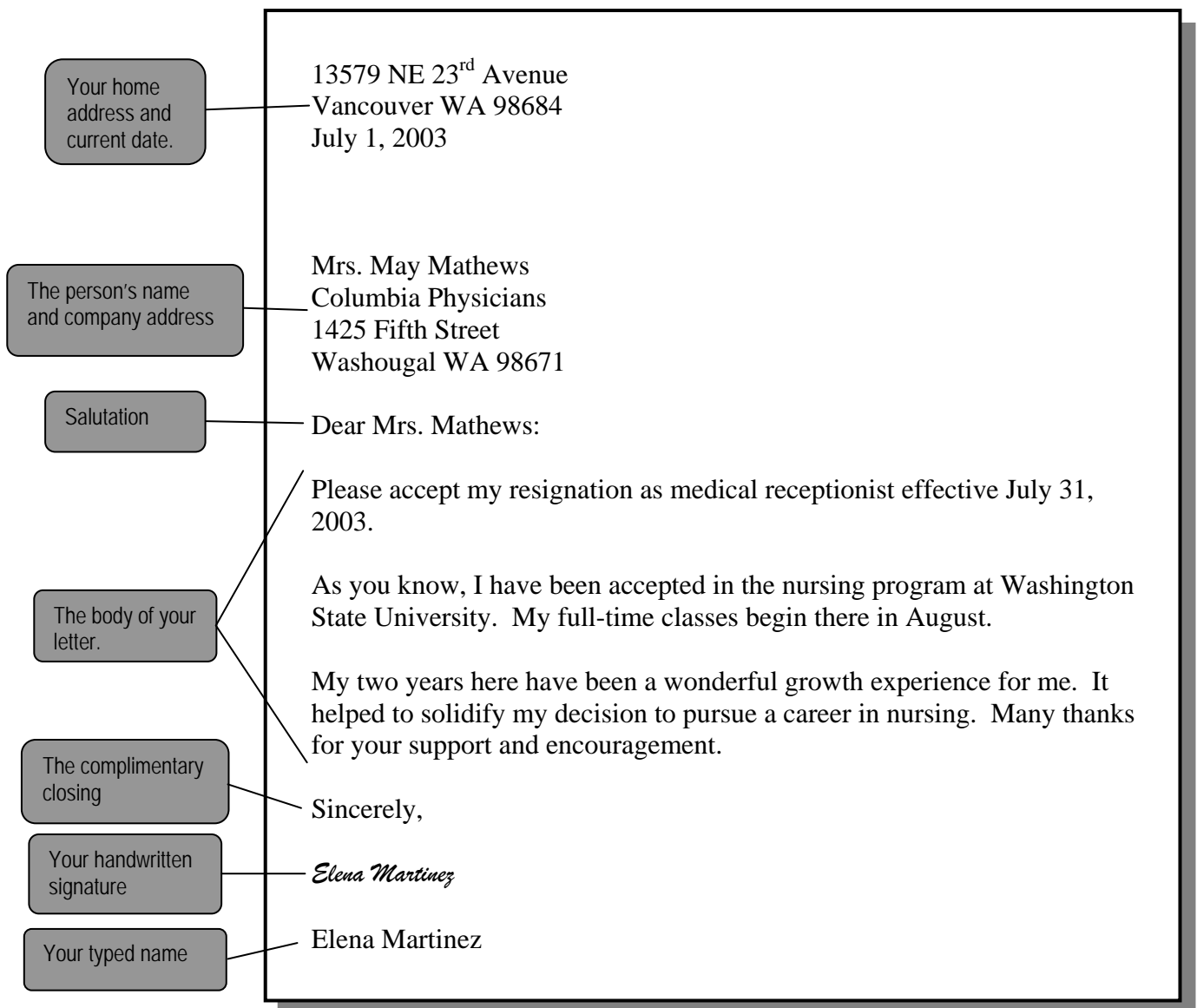


Sample Letter of Resignation

For Your Portfolio: Write a sample Letter of Resignation.

When you choose to leave a job, you need to provide a letter of resignation to your employer at least 2 weeks prior to departure date. Your letter should:

- ◆ be brief and to the point
- ◆ state the specific date of your resignation
- ◆ state the reason(s) for your leaving using a positive tone
- ◆ include something positive about your relationship with the company



The diagram shows a sample resignation letter with callouts for each part:

- Your home address and current date.** 13579 NE 23rd Avenue
Vancouver WA 98684
July 1, 2003
- The person's name and company address** Mrs. May Mathews
Columbia Physicians
1425 Fifth Street
Washougal WA 98671
- Salutation** Dear Mrs. Mathews:
- The body of your letter.** Please accept my resignation as medical receptionist effective July 31, 2003.

As you know, I have been accepted in the nursing program at Washington State University. My full-time classes begin there in August.

My two years here have been a wonderful growth experience for me. It helped to solidify my decision to pursue a career in nursing. Many thanks for your support and encouragement.
- The complimentary closing** Sincerely,
- Your handwritten signature** *Elena Martinez*
- Your typed name** Elena Martinez