



SAMPLE RESIGNATION LETTER

Dear _____:

This letter is to confirm that effective January 1, 2001, I am resigning my position at Acme Novelty Company Inc., and my last day will be January 15, 2001.

My experience at Acme Novelty Company, Inc. has been wonderful and my decision to leave is strictly based on the unique opportunity that has been extended to me. I hope that our paths will cross in the future and I will always be appreciative to you and the company (firm).

I am asking for you to respect my decision on both a personal and professional level. However, be assured that I will put 110% effort into transitioning my workload, so that I leave you and the company (the firm, and our clients) in the best position possible. With that in mind, I have attached a list of all the projects I am working on that need to be transitioned over the next __ weeks.

Sincerely,

(Your signature)