TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Resignation Letter  
  
Dear Ms. Edwards,

I am writing to announce my resignation as Barista of Cafe Chic, effective two weeks from today (December 14, 20XX).

It has been quite an experience getting to know yourself and the other baristas at Cafe Chic. However, I have taken a management position at a newly opened restaurant downtown. This new position will allow me to further develop my skills in the field as well as provide myself with more financial stability.

I know this notice comes at an inopportune time as the holidays draw near. That’s why I want to offer my services in any way possible over the next two weeks to not only find a replacement, but also to make sure the Cafe runs as smoothly as possible while I make my transition out. Feel free to schedule me for more hours if needed, or less if the situation calls for it.

Thank you for the employment opportunity. Please give my best wishes to the rest of the staff.

Yours truly,

**[Signature]**

Roger Michaels