Sample

Ross Angus  
423 Macaulay St.  
Princeton, NJ, 56001

March 31, 2017

Carol Windsor  
Manager  
Ministry Sound Tech  
233 Senator Avenue  
Princeton, NJ, 56001

Dear Ms. Windsor,

Please accept this letter as notice of my immediate resignation from the position of Events Technician at Ministry Sound Tech, effective April 1st, 2017. Regrettably, I will be unable to come into the office or work past that date.

Working for Ministry has given me the opportunity to start a career as a sound technician and I will be forever grateful for that. I cannot think of another company which could have provided a better training. I have always been impressed by the professional attitude of all my co-workers, both in the field and at the office. I hope to continue my career in this spirit, and I would like to thank you for the many lessons that you taught me.

If you could send my employment record and any outstanding wages to my home address before June 1st, it would be greatly appreciated.

I will miss working with you and the rest of the Ministry Sound team. If you have any questions or need to speak with me for any reason, don’t hesitate to contact me.

Thank you for your time.

Sincerely,

Ross Angus  
(555) 555-5555