Resignation Letter – **Sample 2**

AJ Bergman
209 20th St NW
Grand Forks, MN, 56300
(407) 554-8922
February 16th, 2017
Tessa Mae
YMCA Family Center
211 Demers Ave
Grand Forks, MN, 56730

Dear Ms. Mae,

I, AJ Bergman, present to you this letter of resignation from my current position of children’s counselor at the YMCA Family Center, effective February 30th, 2017.

I would like to take this opportunity to thank you for the years of enjoyable and fulfilling employment. I have learned a lot during my time here and will be leaving with many great experiences and fond memories.

I would be happy to help find a replacement and train them, as I know this is somewhat short notice and out of the blue. I hope you realize my quitting is in no way a reflection of your ability to manage, but I must move on for personal reasons.

Best regards,

[Signature]

AJ Bergman