**Resignation Letter Sample**

Andrew Johnsons
139 Main Street
South town, CA 12378
555-212-7002
andrewj@email.com

March 1, 201X

Judith Smith
Manager
Mary's Flower Shop
500 Business Rd.
Business City, NY 54321

Dear Ms. Smith,

I would like to notify you that I am resigning from my position as Office Executive for Mary's Flower Shop effective March 1st. My last day is March the 15th.

Thank you very much for the opportunity you’ve given me to learn all about store management and also about customer service. I really believe my time here and the gained experience were the stepping stone for my future managing career.

Next month I will be taking a position as an assistant manager of a new retail store, but in the meantime, you can count on me to assist in the transition of a new Office Executive.

Sincerely,

Handwritten Signature (hard copy letter)

Andrew Johnsons