**Resignation Letter Sample**

Andrew Johnsons  
139 Main Street  
South town, CA 12378  
555-212-7002  
[andrewj@email.com](mailto: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