

[Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email]

[Date]

[Name  
Title  
Organization  
Address  
City, State, Zip Code]

Dear [Mr./Ms. Last Name]:

I would like to inform you that I am resigning from my position as [Account Executive] for the [Smith Agency], effective [August 1].

Thank you for the opportunities for professional and personal development that you have provided me during the last [three] years. I have enjoyed working for [name of organization] and appreciate the support provided me during my tenure with the company.

If I can be of any help during this transition, please let me know.

Sincerely,

[Your Signature  
Your Typed Name]