

Resignation Letter Format

Dr. John Smith
Reference Coordinator
County Library System
101 Main Street
Small Town, State

Dear John,

I would like to inform you that I am resigning from my position as Reference Librarian II for the County Library System. My last day with the library will be Saturday, June 30th.

Thank you for the professional and personal development you have assisted me with over the last five years. I consider just about everyone I have met here to be friends of mine now, and I will miss you all. However, between my teaching load and writing work, my career has taken a different direction and I feel it is time to move onto new opportunities and challenges.

Please keep in touch. I can be reached via email at *****.

Sincerely,

Dr. Tammy Powley