

SAMPLE 6

Date

Name of person getting letter

Company

Title

Address

City, State Zip

Dear _____:

I want to thank you for all you have done for me here at (Company). It's been a pleasure working with you, and representing the company as your (job title).

I have accepted an offer with another firm and have decided to tender my resignation. My last date of employment will be (approximately 2 week notice). This decision has nothing to do with the exceptional opportunity you have provided me here. You and the company have been more than fair with me, and I genuinely appreciate all your support.

I wish (Company) continued success, and I want to thank you for allowing me to be a part of your team. Please feel free to contact me at any time if I can be of further assistance in helping with a smooth transition.

For the past _____ years, you have taught me volumes about the real estate business, being a professional and most importantly a good human being. I have learned countless lessons about thinking critically and have had the pleasure of learning a craft not often shared with the generosity and selflessness as you have shown with me. So it is with a heavy heart that I share with you my intentions to resign from service.

For the past several months I have come to the realization that, as much as I enjoy the clients and business relationships that I have developed in the real estate business over these last years, _____ is not capable of fulfilling my personal long term goals. So when I was referred to an available position in the real estate _____ field, I saw the chance as

an opportunity to test the market out of curiosity, if nothing else. It turns out that the job opportunity was an intriguing one and worth pursuing further. So after meeting and interviewing with the local partners several times, the _____ office of _____ tendered an offer that I ultimately accepted earlier this week.

While they would like me to begin as soon as possible, I have maintained that I would not leave our clients without a viable solution for the services we currently provide to them. I am committed to helping ease the transition in any manner possible and will always be grateful for the guidance you have provided me over the years. To have worked side by side with you has been an honor and a privilege.