**Letter of Resignation**

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:

Please accept this letter as formal notification that I am leaving my position with ABC hotel on May 15.

Thank you for the opportunities you have provided me during my time with the company.

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

Sincerely,

Signature

Your Typed Name