



CAREER CENTER  
ST. CLOUD STATE UNIVERSITY  
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## *Leaving a Job Sample Letter*

Your Name  
Your Address

December 17, 20XX

Mr. James T. Thomas  
Chief Engineer  
Gaslight

Dear Jim,

I am writing to inform you that I will be leaving Gaslight on January 20th due to acceptance of another position.

As you know, I have developed an interest in architectural drafting which combines my drafting skills with my artistic interests. While I was vacationing in Houston recently, a relative approached me about an opening for someone with my background with a large architecture and engineering firm. I investigated the possibility and, consequently, received an offer. After careful consideration, I decided to accept the offer and relocate to Houston. I will be working with Brown and Little Company.

I have thoroughly enjoyed working with you over the past two years, and deeply appreciate your fine supervision and support. You have taught me a great deal about drafting, and I want to thank you for providing me with the opportunity to work here. It has been a very positive experience for me both personally and professionally.

I wanted to give you more than the customary two weeks' notice so you would have time to find my replacement. I made the decision to relocate yesterday and decided to inform you immediately.

Best wishes.

Sincerely,

*Signature*

Printed Name

