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Mr. Frank Employer  
President, CEO  
XYZ Insurance Company  
Pittsburgh, PA

Date

Dear Mr. or Mrs. Employer

Please accept this as formal notice of my resignation from the position of (your job title and site/department/division as applicable), effective on June 8, 2012.

I believe that I am moving for good reasons and for the benefit of my personal career goals. My position with **XYZ Insurance Company** was enjoyable and rewarding and both the Company and my position did not factor in to the reasons that I am resigning. I am sorry to leave, but feel that the experience was mutually beneficial and I thank you for your support during my time with the Company.

I intend to work as competently as I can until my resignation date. Further, I would be happy to assist with any questions or problems which might arise in the future.

Yours sincerely,

<Signature>

Full name