Resignation Letter – **Sample 1**

Kristine Balleck
55 W Church St
Orlando, FL, 32801
(407) 554-8922
August 6, 2016
Beverly Augustine
Supervisor
Beardall Senior Center
80 South Delaney Avenue
Orlando, FL, 32422

Dear Mrs. Augustine,

I must regretfully inform you of my resignation from the Beardall Senior Center. My last day will be August 20th.

Working at the Senior Center has been one of my favorite jobs I’ve had and I couldn’t have asked for a better group of people to work alongside. Thank you for being so understanding about my family situation and constructing a schedule that allows me to be home for my children as much as possible.

I hope you don’t have any issues in finding a replacement. I’m sure you won’t as you are an excellent supervisor and a wonderful person.

If there’s anything I can do to help, please let me know.

Sincerely,

[Signature]

Kristine Balleck