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