100 Broadway Lane

New Parkland, CA, 91010

Cell: (555) 987-1234

example-email@example.com

Dear Lieutenant Bollman,

Please accept this letter as notification of my resignation from my role as part of the Chester City Police Department. My last day with the agency will be April 7, 2015. I am returning to school to improve my educational standing and with the hope that I may gain a corporate security management position.

You have been a great supervisor and I only wish that we could work together for a longer period of time. Your patience as part of my injury a few years ago will never be forgotten. Many agencies would have terminated me during that time. But, you were a champion for my skills and I am very grateful. I have enjoyed this agency as if it is my family and will miss all of our department members.

I know such changes are often not easy for involved task force team members. I do not want to weigh down anyone else’s workload and am pulling together all of the notes needed to make the transition smooth. I welcome anyone from the agency calling me with any questions after my departure at sample@email.com or 555-225-6543.

With respect,

Thomas J. Little