

(Place on your letterhead)

DATE

EE's Name  
EE's Address  
EE's City, State Zip

RE: "I Quit"

Dear \_\_\_\_\_,

I received a telephone call from \_\_\_\_\_ this morning stating that you came to the office at \_\_\_\_\_, signed out and said, "I quit". According to staff who observed your exit from the building, you were upset when you left. Your actions and comments are tantamount to a verbal resignation from employment effective with your departure from \_\_\_\_\_ and we are accepting it.

If you have any questions or need additional information, please feel free to call me at \_\_\_\_\_.

Sincerely,

Your Name  
Your Title

CC: File