
State of Vermont

[INSERT LETTERHEAD]

DATE

Governor-Elect
ADDRESS

Re: Governor-Elect's request for resignation

Dear Governor-Elect _____:

I hope this letter finds you well. I am responding to your written request for my resignation. I serve as [INSERT POSITION AND DEPARTMENT], and it has been my distinct pleasure to serve the State of Vermont. Pursuant to your request, please accept my resignation, which I respectfully tender effective January __, 2017.

I would like the transition in the Governor's Office to be as seamless as possible, so please do not hesitate to contact me if I can be of assistance. Congratulations; I wish you all the best in your new role as an elected official.

Respectfully submitted,

NAME AND TITLE