Date:

Company name:

Your name and position:

Dear Mr./Ms. [insert name]

I would like to inform you that I am resigning from my position as [insert position name], effective [insert date].

Thank you for all the support and opportunities you have provided me over the years. I have truly enjoyed my time working at [insert company name] and am grateful for the encouragement you have given me to pursue my personal and professional goals.

I will do everything I can to complete my current projects and train other team members to take over my duties. Please let me know if there is anything else I can do to help during this transition period.

I wish the company continued success for the future and hope to stay in touch.

Sincerely,

[your name]

[signature for hard copy]