

Tina Rodriguez  
123 Main Street  
Anytown, CA 12345  
555-555-5555  
tina.rodriguez@email.com

May 1, 2018

Derrick Lee  
Manager  
PQR  
123 Business Rd.  
Business City, NY 54321

Dear Mr. Lee:

I am writing to formally notify you of my resignation from my position at PQR. I was recently offered a new opportunity with a company headquartered with better salary package and I have decided to take their offer.

Currently, I spend several hours a day commuting and this new opportunity will allow me more time with my family outside of work also give good salary package as per current. My last day of employment with PQR will be May 31st.

My years at PQR have been some of the best of my life. I will miss my job and the incredible people I have had the pleasure of working with throughout the years.

I cannot thank you enough for all of the opportunities and experiences you have provided me during my time with the company.

I appreciate your support and understanding, and I wish you all the very best. Please let me know if I can be of any assistance during the last few weeks of my time here.

Sincerely,

Tina Rodriguez

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