

[Name of the Sender]  
[Name of the Street]  
[City, State, ZIP Code]  
[Contact Number]  
[Email Address]

[Date]

[Name of the Recipient]  
[Position]  
[Company]  
[Name of the Street]  
[City, State, ZIP Code]

Dear Mr. /Ms. /Mrs. [Name of the Recipient],

I am writing to inform you that I will be leaving [Name of the Company] in \_\_ weeks/months. Although I have enjoyed working for the company, I have accepted a position as [Position] of [Name of the Company] in [City or State] and the opportunity will give me the chance to grow professionally.

My final day will be [Date]. Despite having to resign, I truly appreciated the opportunities that the company has provided me during my time as [Position]. I am very grateful for your assistance along the way.

I will do my part to ensure a smooth transition for my replacement. I have several employees that I can recommend who I believe would be strong candidates for my position, or I would be happy to assist you with finding a replacement.

Thank you so much once again for the opportunity to be a part of the company. I wish the company continued success in the future.

Thank you so much for understanding.

Sincerely,

[Name and Signature]