TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:**Resignation – Carey Nguyen

Dear **[employee name],**

Please accept this as my formal notice of resignation from**[XYZ Company]**. My last day will be September 14, 20XX, two weeks from today.

I appreciate your support during my tenure here, and I take with me the valuable experiences I have gained over the last six years. It has been a pleasure working with you and the team.

Please let me know how I can help during this transition. I wish you all the best as the company continues to grow.

Best regards,

**[Signature]**