TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Resignation Letter

Dear **[Name],**

Please accept this letter as formal notification that I am resigning from my position as **[Position Name]**. My last day will be **[Day Date]**.

Thank you so much for the opportunity to work in this position for the past **[#]** years. I’ve greatly enjoyed and appreciated the opportunities I’ve had to grow our **[Team Name]** team and pipeline, be a part of creating a great product, and work with my fellow colleagues, and I’ve learned so much about marketing strategy and the digital media space, which I will certainly take with me throughout my career.

I’ll do everything possible to wrap up my duties and train other team members over the next **[#]** weeks. Please let me know if there’s anything else I can do to help during this transition.

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

Sincerely

**[Name]**