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 notice of my resignation from my position **[Position Name]**. My last day of employment will be **[Day Date].**I received an offer to serve as **[Position Name]**  of a Fortune **[#]** company, and after careful consideration, I realize that this opportunity is too exciting for me to decline.

It has been a pleasure working with you and your team over the last three years. One of the highlights of my career was collaborating with you to automate **[Name]**  Company's accounting, financial and balance systems and setting up your accounting infrastructure. Your company is poised for continued growth, and I wish you much success with your upcoming acquisition of **[Name]** Company.

I would like to help with the transition of my accounting duties so that systems continue to function smoothly after my departure. I am available to help recruit and train my replacement, and I will make certain that all reporting and records are updated before my last day of work.

**[Name]** thank you again for the opportunity to work for **[Name]** Company. I wish you and your staff all the best and I look forward to staying in touch with you.

Sincerely

**[Name]**