TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Resignation letter

Dear Mallory,

I am writing to inform you of my decision to resign as accounts manager with Manchuria Investments, effective two weeks from this date.

The past two years have been a wonderful experience for me. I appreciate the opportunities you've given me to learn and grow, and I value all of the professional relationships I've been able to develop here. I wish you and the company all the best.

Please let me know if there is any way I can assist with the transition. I hope to keep in touch.

Sincerely,

**[Signature]**

Richard Rutherford