TO

**[Receiver Name]**

**[Receiver Title]**

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

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

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

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Resignation Letter

Dear **[Name],**

I’m writing to give my formal notice that I’ll be leaving my role as **[Position Name]** on **[Day Date]**.

I’ve recently received an offer to serve as an **[Position Name]** at a small startup, and after careful consideration I’m excited to explore this new path in my career journey.

I’m incredibly grateful for the opportunities I’ve been provided working on the **[Team Name]** team for the past **[#]** years. It’s been a wonderful experience to work for such a great company and help in solving **[Name]**  mission to provide better financial support for older employees.

Please let me know if I can be of any assistance during this transition. Thank you for all your guidance. I wish you all the best and look forward to keeping in touch.

Sincerely

**[Name]**