TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Resignation letter

Dear Mrs. Swanson

I would like to inform you that I am resigning from my position as Content Marketing Manager for **[Company XYZ]**, effective June 30, 20XX.

I appreciate the opportunities for professional development that you have provided me over the past two years. I have enjoyed my tenure at **[Company XYZ]**, and in particular feel honored to have been a part of such a supportive team.

If I can be of any help during this transition, please let me know. I am available to help train my replacement, and will ensure all my reports are updated before my last day of work.

Thank you again for the opportunity to work at **[Company XYZ]**. I wish you all the best and look forward to staying in touch. You can email me at **[E-mail address]**

Sincerely,

**[Signature]**

Jane