
Personal Business Resignation Letter

Michael Thompson

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April 10, 2024

Sarah Jenkins

Director of Human Resources

Global Solutions Inc.

123 Business Rd.


Innovate Park, CA, 94088

Dear Ms. Jenkins,

I am writing to formally announce my resignation from my position as Senior Project Manager at Global Solutions Inc., effective two weeks from today, April 24, 2024. This decision has not been easy and comes after careful consideration of my career path and personal goals.

During my time at Global Solutions Inc., I have been fortunate to work on challenging projects, contribute to our team's achievements, and grow both professionally and personally. I am especially proud of our work on the [specific project name], which has not only exceeded our client's expectations but has also set a new benchmark for excellence within our department.

I would like to express my sincere gratitude for the opportunities I have been given at Global Solutions Inc. and for the professional guidance and support from you and the



rest of the team. It has been a privilege to work alongside such a talented and dedicated group of individuals.

Over the next two weeks, I am committed to ensuring a smooth transition. I am prepared to assist in any way to hand over my responsibilities, provide training to my successor, and finalize any outstanding projects. Please let me know how I can best contribute to making this process as seamless as possible.

Leaving Global Solutions Inc. is bittersweet, and I will genuinely miss working with you and the team. I am looking forward to this next chapter in my career and am hopeful for future opportunities to collaborate again.

Thank you once again for the opportunity to be a part of Global Solutions Inc. I am grateful for the invaluable experiences and look forward to staying in touch.

Sincerely,

Michael Thompson