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# Formal Resignation Letter

**John Doe**

123 Maple Street  
Springfield, IL 62701  
johndoe@email.com  
(555) 123-4567

June 20, 2024

**Jane Smith**

Human Resources Manager  
ABC Corporation  
456 Elm Street  
Springfield, IL 62702

Dear Jane Smith,

I am writing to formally resign from my position as Software Engineer at ABC Corporation, effective July 4, 2024.

I have enjoyed working at ABC Corporation and am grateful for the opportunities I have had during my tenure. The support and encouragement from my colleagues and the management team have been invaluable, and I appreciate the professional and personal growth I have experienced here.

Please let me know how I can assist in ensuring a smooth transition. I am willing to help train a replacement and complete any outstanding projects to the best of my ability.

Thank you once again for the opportunity to be part of ABC Corporation. I look forward to staying in touch and wish the company continued success.

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Sincerely,

**John Doe**