

Employee Resignation Letter

John Doe

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Springfield, IL 62701

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(555) 555-5555

July 9, 2024

Jane Smith

Human Resources Manager

ABC Corporation

456 Elm Street

Springfield, IL 62702

Dear Jane,

I am writing to formally resign from my position as Senior Marketing Specialist at ABC Corporation, effective July 23, 2024.

This was not an easy decision for me to make, as I have greatly enjoyed working here and being part of the team. The opportunities for professional and personal development that ABC Corporation has provided me have been invaluable, and I am truly grateful for them.

Please let me know how I can assist in making this transition as smooth as possible. I am happy to help train a replacement or ensure that my current projects are completed before my departure.

I want to thank you and the entire team for the support, guidance, and encouragement you have given me during my time here. I have learned so much and have had the pleasure of working with some truly talented individuals.

I look forward to staying in touch and hope our paths cross again in the future. Thank you once again for the opportunity to be a part of ABC Corporation.

Sincerely,

John Doe