

# Resignation Letter to Manager

**Alice Brown**

789 Maple Avenue

Centerville, OH 45459

alicebrown@example.com

(555) 123-4567

July 9, 2024

**David Thompson**

Marketing Manager

XYZ Company

1010 Oak Street

Centerville, OH 45459

Dear David,

I am writing to formally resign from my position as Senior Marketing Specialist at XYZ Company, 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 XYZ Company 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 XYZ Company.

Sincerely,

**Alice Brown**