

Service Resignation Letter

John Doe

123 Main Street

Springfield, IL 62701

john.doe@example.com

(555) 123-4567

Date: June 11, 2024

Jane Smith

HR Manager

ABC Corporation

456 Corporate Blvd

Metropolis, NY 10101

Subject: Resignation Letter

Dear Ms. Smith,

I am writing to formally resign from my position as Project Manager at ABC Corporation, effective June 25, 2024.

I have thoroughly enjoyed working at ABC Corporation and am grateful for the opportunities and experiences I have gained during my time here. I have learned a great deal and appreciate the support and encouragement I have received from you and my colleagues.

Please let me know how I can help during the transition period to ensure a smooth handover of my responsibilities. I am willing to assist in training a replacement and completing any outstanding projects to the best of my ability.

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

Sincerely,

John Doe