5 April 2016

Mr. Donald Blake
New York City, New York 11360
(212) 123 4567
donaldblake@gmail.com

Mr. Steven Rogers
General Manager
ABC Telecommunications Inc.
New York City, New York 11363
(212) 234 6789
stevenrogers@gmail.com

Dear Mr. Rogers,

I would like to respectfully tender my resignation to your company effective 19 April 2016.

The five years I spent with your company have been a valuable experience. I am confident I have grown as a professional working with the amazing people at the IT Department and learning under guidance of Mr. Stanley Jackson. Thus, I would like to extend my sincere appreciation for giving me the wonderful opportunity to work, learn and develop under your esteemed organization.

With regards to pending work, I only have the YYZ Company Project Proposal remaining. The major sections of the project proposal have been completed. Over the next 10 days, I will be reviewing the references and data with Mr. Jackson and Mr. Hugh Kelley who has been my indispensible assistant in this project. I can assure you the YYZ Project Proposal will be completed before my resignation takes effect.

If you need my assistance at any time during the transition, please do not hesitate to contact me.Again, thank you for the wonderful opportunity and I wish your company continued success in the years ahead.

Very truly yours,

Donald Blake