Resignation Letter Template

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Sheila Young
123 Home Street
Austin, TX 34611

September 6, 2021

Mr. Ryan Anderson
Current Company, Inc.
478 Purchase Avenue
Austin, TX 34587

Mr. Anderson:

Please accept this letter as formal notification of my resignation. Although I have tremendously enjoyed my time at Current Company, Inc., I have decided to accept a new role as Marketing Manager with Next Company, Corp. I could not have advanced to such heights without your guidance and support.

Friday, September 20, 2019 will be my last day. Please let me know how I can assist during this time of transition. I will do everything possible to make it as smooth as possible. During my remaining time with the company, I will work toward bringing all my current projects to completion and assisting with the transition in any way I can.

Thank you for your understanding. Again, I appreciate the time I spent with Current Company, Inc. I hope we can continue to stay in touch. Please feel free to reach out to me at (212) 458-1392 or syoung@email.com if I can be of assistance now or in the future.

With gratitude,

[Signature here]

Sheila Young