Subject: Resignation – Firstname Lastname

Dear Mr. Michaels,

Please accept this as my notice of resignation from ABC Company, effective March 23, 20XX. I have been offered a new job opportunity with XYZ Company which will allow me to gain further management experience.

Thank you for all the experience I have gained working for you at ABC. I learned a lot about the business in the four years I’ve been here, and I appreciate the advice and support you have given me.

Please let me know what I can do to make this a smooth transition for the entire department.

Sincerely,

Firstname Lastname

firstnamelastname234@email.com

555-555-5555