**FORMAL RESIGNATION LETTER**

CEO, Goldmine Company  
  
13 Main St.  
  
Freetown. FA 80080.

Dear Sir/Madam.  
  
  
Kindly find this letter as a notice that I will be resigning from my position as a human resource manager here at Unalive Group of Companies. My last day of work will be on 4/10/20XX, which will be two weeks from now.   
  
My family and I are planning to locate elsewhere far from here. This will significantly affect my working with you.   
  
I thank you for providing me with such a wonderful opportunity over the course of the last three years. You, together with your staff, created a conducive working climate that made it pleasurable to work with you each day. This is something I will definitely miss.   
  
I am ready to offer any assistance necessary to facilitate the seamless transition of duties and responsibilities to my successor.

Sincerely,  
  
Signature  
  
David Zapeda