**RESIGNATION LETTER FOR NEW JOB OPPORTUNITY**

**Email subject line: Your name resignation**

Dear Ms Stacey,

I write to inform you that I am resigning from my position as an accountant. My last day of work will be 9/24/XX.

Thank you so much for providing me with the opportunity to work at your company. I have learnt a lot during these years we worked together.

Let me know if there is anything I can do to make the transition easier and smoother. I will always be available at yuana@yahoo.com.

Thank you again for years of support and encouragement.

Respectfully yours

Juana Perez