**Professional Resignation Letter Example**

Jill Employee  
1232 15th Street  
Manuhet, NY 12446

May 26, 2020

Ms. Margaret Manager  
Chief Executive Officer  
Acme Company  
456 Main Street  
Huntington, NY 12345

Dear Ms. Manager,

I am writing to notify you that I am resigning from my position as Customer Service Manager with Acme Company. My last day of employment will be June 12, 2020.

I appreciate the opportunities I have been given during my time with your company, as well as your professional guidance and support.

I wish you and the company the best of success in the future.

If I can assist with the transition to my successor, please do let me know.

Very sincerely,

*Signature* (hard copy letter)

Jill Employee