**SINCERE RESIGNATION LETTER**

Randall Jones

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555-555-5555

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June 1, 20XX

Francesca Lee

Director

Stonewall & Co.

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee:

I am writing to let you know that I will be resigning from my position next month. My last day at Stonewall & Co. will be June 22, 20XX. Although I have very much enjoyed my time at the company, it is time for me to move on and take my career in a new direction.

Please accept my deepest gratitude for all you and our fellow colleagues have done for me during my tenure here. The assistance you've provided me with and the insight you've shared in our field are invaluable to me. I consider you a mentor on both a professional and personal level, and I have learned so much while working for you.

I will forever remember my time here.

If there is anything at all I can do to make this transition a smooth one, please do not hesitate to reach out. I would be more than happy to dedicate time to identifying an internal replacement or help you find an external candidate to replace me. Feel free to email me at randall.jones@gmail.com or call me at 555-555-5555 for anything you might need.

Once again, thank you so much for being a mentor, friend, and impeccable colleague during my time at Stonewall & Co. I do hope that we can stay in touch following my departure, and I look forward to seeing where your path takes you.

Sincerely,

Randall Jones