**RESIGNATION LETTER**

Dear sir/ Madam

RE: RESIGNATION LETTER

I write to first appreciate you for allowing me to hold my position within this firm. For the ten years that I have worked here, I believe I have enjoyed myself. However, I feel it is time I need to pursue my career growth. I have stayed at the communication officer position for eight years, and I think I should move beyond that. This calls for more training. I am therefore quitting this job to go for some training that would lift me another step in my career ladder.

Before I leave on 4th Dec 20XX, I promise to train my team members. If there is anything you wish I should do before then, kindly let me know. Even as I leave, I hope to get us to communicate on the progress of the company.

Thank you

Regards Rollan