**RESIGNATION LETTER**

Rollan Junior

PO.BOX 12345-001

XXX and SONS

HUMAN RESOURCE MANAGER

ABC COMPANY

9876 MICHIGAN

Dear Sir/Madam,

RE: RESIGNATION LETTER

I write this job resignation letter to inform you of my plan to leave this company. I have enjoyed the time that I have worked with this firm. There is no privilege that I have been denied. However, a time has come that I feel that the best step to take is to resign.

I have been aspiring to grow in my career. However, I feel I have worked at a relatively high level in this firm. I am not facing competition, and so I plan to join a more competitive firm. Before I leave, however, I am working on training my team so that we can have a smooth transition. I hope that you will have a better replacement for my position.

Kindly feel free to contact me even after I shall have left if there be a need. I value the season that I have been here and wish that we keep a working relationship. I wish you well as I leave.

Thank you

Sincerely,

Rollan Junior