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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

May 2, 20XX

John Smith

Regional Manager

XYZ Company

456 Laura Street

Jacksonville, Florida

Dear Mr. Smith,

I, Jane Doe, would like to inform you that I am resigning from the position of Assistant Regional Manager at XYZ Company, effective two weeks from this date. My last day will be May 16, 20XX.

The past ten years with this company have been incredibly rewarding. I've enjoyed working for you, and I’m grateful to have been a part of an outstanding team that has experienced so much growth and success over the years. Thank you for the amazing opportunities you have provided me.

I will continue to complete all of my tasks with the utmost care and detail until my last day. Please let me know if there is anything I can do to make the transition go as smoothly as possible.

I wish you and the company all the best.

Sincerely,

[Signature]  
Jane Doe  
jane.doe@gmail.com