Jane Doe

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New York, NY 10001

(212) 555-0198

janedoe@emailservice.com

September 6, 2018

Fred Bloggs

Vice President, XYZ Company

666 Main Street

New York, NY 10001

Dear Mr. Bloggs,

I write to inform you that I am resigning from my position as Manager for XYZ Company. My last day will be Friday, September 20, 2018.

Thank you and the entire staff at XYZ for the many opportunities, both professional and personal, that aided my growth and development. I have enjoyed my time with the company especially the support provided to me over the course of my tenure.

If you need my assistance during this transition, please let me know. I would be happy to screen replacement candidates and compile training materials prior to my departure. After my final day in the office, I can be reached on my cell phone at (212) 555-3434 or via email at jane.doe@email.com should you have any additional questions.

Best wishes,

Jane Doe