Your Name

Street Address   
City, ST ZIP Code

Date

Recipient Name  
Title  
Company Name  
Street Address  
City, ST ZIP Code

Dear Recipient Name:

I am submitting my resignation from ABC Company with regrets. Please accept my official notification of 10 days. My last working day at the office will be 3rd March.

My 4 years of service here have been very rewarding. However, I want to make further progress. The company, on the other hand, offers little opportunities for future growth. Due to this reason, I have accepted a job offer from XYZ as Senior Media Manager. This is going to be a big step for me towards my professional progress.

Thank you for letting me serve the company. I have learned a great deal here.

Please do let me know if I can be of any assistance in the future.

Sincerely,

Your Name