Dear [Name Here],

Hello sir, I hope you have been doing well. The purpose of my writing this message is vivid. I am sorry on my behalf for my resignation from the organization. I know that this news had caused inconvenience for the organization and you found it unpleasant though. It was a very tough decision for me to take resignation because you were not only a boss but a friend to me and we had been friends for the past seven years. I am sorry for all that I have done, and it caused disturbance to you. I was not intended to resign but all this happened so suddenly that I had no other option left.

I am fully responsible for the fact that I did not inform you well before time about resignation and I am sorry for all that. I was of the view that Mr. Hamilton had contacted you about my transfer to another city as per my annual record and without negotiating it further with you I wrote a resignation letter. Once things are sorted out, I will try to meet you soon. I hope that you will accept my apology and this resignation will not have a bad impact on our relationship.

Regards,  
Dryden Smith