To

John Michael

General Manager

ABB Associates,

420 Green view Road

New York

NY 10556

Date: 9th October 2015

Subject: Resignation from the post of Manager

Dear Mr. Michael,

This is to officially inform you that I am resigning from the post of Finance Manager from ABB Associates effective two weeks from now.  25th October 2015 will be my last day of work in this company.

Though it was a difficult decision for me after a fruitful career at ABB Associates for the past seven years, I think it now time to move on. I have accepted a position as a senior manager in a renowned financial firm and I am sure that will help me further in my career growth.

I would like to thank you and the senior management for the wonderful opportunities provided to me during my tenure here. It was a rewarding experience to work here in the competent atmosphere and facing challenges along with my wonderful team mates.

I promise you all my support for a smooth transition of my job and responsibilities.

Appreciate your time in considering this matter.

Sincerely

Signature

Frank Jones