October 3, 2016

Ms. Amanda Rodriguez

XYZ Company

1234 Memory Ln,

Cityville, CO 33333

Dear Amanda,

Please accept this letter as my formal resignation from my role as Senior Developer as of October 12, 2016. I have received an offer for a management position with a start-up company, and after careful consideration, I feel that this is the right career move for me.

I want to express my gratitude for the knowledge I’ve gained and the skills I have been able to develop in this role. It would not have been possible without your mentorship. I am thankful for the time I have spent working with every member of our team and the opportunity to develop great professional relationships here. I look forward to staying in touch, and I hope that we can collaborate again in the future.

To ease the transition after my departure, I intend to complete all assigned work before my final day and leave thorough instructions for my replacement. I am happy to assist with any training during my last two weeks. If you have additional questions after my departure date, please feel free to contact me on my cell (xxx-xxx-xxxx) or by email at xxxxxx@gmail.com.

Best regards,

Brienna