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FORMAL RESIGNATION LETTER

TO

Dear _____,

I'm writing this letter as a formal notice of my resignation from ABC Company as a _____ under _____. My final day will be on _____.

I have been offered another position from another company that I applied to 6 months ago. I've been considering that position because I believe I will excel and thrive in that. I also considered that it will be another step to reach my career goals.

I have learned a lot from this company and I really enjoy working here. I was given a lot of opportunities like training, education, and development to further enhance my goals professionally and personally.

If you have any questions, want to meet me, or talk to me, please do not hesitate to let me know.

Sincerely,



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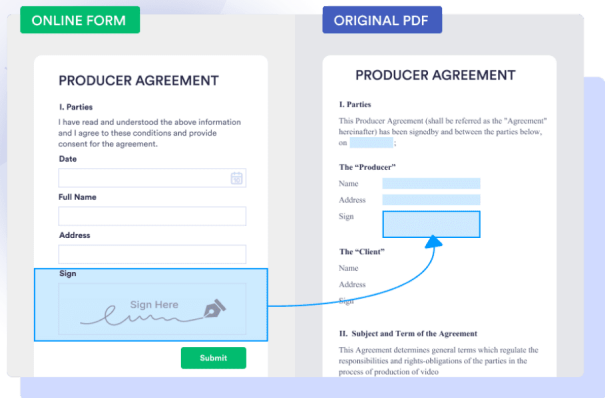
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