Resignation letter Sample

Miss ABC  
[Sender Address here]  
[Contact Info]

[Date]  
[Receiver Address here]

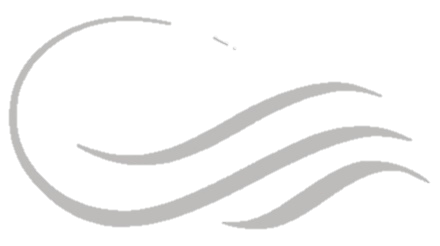
Dear Mr. DDDFFF,

I am writing to inform you of my intention to resign from my job as Marketing Manager at [Company name], effective four weeks from today, [Date].

My career goals have changed since I started working here, and I feel that the time has come for me to pursue another opportunity that is more aligned with my new aspirations.

I appreciate the opportunities you gave me during my time at [Company Name]. Please let me know what assistance I can offer as I transition out of my current role during the next month. I hope we can stay in touch going ahead.

Thank You,

[Signature]  
[Name]