Your Name

Your Address

City, Province/State

Postal/Zip Code

September 24, 2019

Name of Current Leader

Position

Name of Company

City, Province/State

Postal/Zip Code

<<Name of your Leader >>,

It is with mixed emotions that I inform you that I am resigning from my position of <<position >> with <<Company>> effective <<Date>>.  I have decided to pursue other endeavors outside of the Company.

Thank you for all the opportunities <<Company >> has provided to me during my time with the company.  I have truly enjoyed and appreciated the past <<X>> years I have spent with <<Company>>.

Sincerely,

Your Name