**[Date, Ex.** **August 5th, 2022]**

**[Sender’s name]**

**[Recipient’s name]**

**[Recipient company’s address]**

Dear Mr.(Mrs.) **[Recipient’s name]**

I hereby submit my resignation from the position of **[position of the person resigning]** that I have held since **[start date of the job]** in the area of **[name of the area where the person worked]**. Likewise, I will remain in my position until **[date of termination]**.

I would like to thank you deeply for the opportunities that were offered to me and for the many insights I gained in this company over the years.

The reason for my resignation is **[insert reason(s) for resignation]** and I hope that my resignation will not cause any inconvenience.

I will always be grateful for everything I was able to learn and receive from you.

Sincerely,

**[Resigning person’s full name and sign]**