January 1, 2019  
  
John Smith  
john@smith.com  
888-888-8888  
123 Road, St., New York NY 11121  
  
Company Inc.  
Sarah Doe  
sarah@company.com  
Senior Management  
123 Business Road, New York NY 11121  
  
Dear Sarah —  
  
This letter is with a heavy heart. I’m submitting my letter of resignation. My experience at this company has been nothing but positive. I am so thankful I had the opportunity to be able to work closely with you and the rest of the team. The lessons and skills I have learned will be invaluable to me going forward in my career. I will dearly miss working with you and the team on a regular basis. My reason for leaving is due to an advancement opportunity that I cannot deny. And I recognize I wouldn’t have that opportunity without the experience I was able to gain by working with you.  
  
I truly hope that we can stay in close contact and continue to have a working relationship in the future. I will be happy to help with my transition. That would mean finding or training my replacement and ensuring all of my work is lined up for the new hire to take on.  
  
Please let me know how I can assist in this transition and ensure the continued success of the company.  
  
Thank you so much for the opportunity to be able to work with you.  
  
Sincerely,  
John Smith