**Lynn Rodriguez**

123 Main Street, Anytown, CA 12345 · 555-555-5555 · lynn.rodriguez@email.com

September 1, 2018

Samuel Lee

Director, Human Resources

Acme Software

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I am writing to announce my resignation from Acme Software, effective September 30th.

It was not an easy decision for me to make. The past five years have been very rewarding. I've enjoyed working for you and working on a very successful team dedicated to providing top level customer service.

Thank you for the opportunities that you have provided me during my tenure with the company.

Please let me know if there is anything I can do to help our department to transition to my replacement. I wish you and the company the very best and hope we can keep in touch in the future.

Sincerely,

Your Signature (hard copy letter)

Lynn Rodriguez

**Wayne Lee**

123 Main Street, Anytown, CA 12345 · 555-555-5555 · wayne.lee@email.com

September 1, 2018

Albert Rodriguez

Director, Human Resources

Acme Software

123 Business Rd.

Business City, NY 54321

Dear Mr. Rodriguez,

I am emailing you to inform you of my resignation from Acme Software, effective September 30th.

It was a difficult decision for me to make since I have truly enjoyed working for you over the past five years. It has been wonderful collaborating with a department team dedicated to providing top levels of customer service, and exciting to see how our combined teamwork has contributed to our overall business growth.

Thank you for the opportunities that you have provided me during my tenure with the company.

Please let me know how I can help to prepare our team for their transition to my successor. I wish you and the company the very best and hope we can keep in touch in the future.

Sincerely,

Wayne Lee