[Your name]

[Date]

[Your manager's name]

[Your managers title]

[Company's name]

Dear [manager's first name or name of the department],

Please accept this letter as formal my notification that as of [Date], I will be resigning my position as [Your Title], which I have been performing at this company since [Date in the employment relationship began].

[Reason for departure, e.g.: *“I was recently offered a new position that fits my long-term plan”* or *“I have made the decision to start my own business, which prevents me from properly keeping my current responsibilities”,* etc.].

I would like to use this letter to thank you for the trust you have placed in me during the time that I have been part of this company. [Name one or two specific and positive remarks, e.g.: *“The projects in which I have participated have always been rewarding and have enriched me both professionally and personally”].*

I sincerely leave my doors open and I hope that you do not hesitate to contact me, should you want to collaborate once again in the future. Again, thank you for the opportunity, and I wish for the best for you and [Company Name].

Respectfully,

[Your Name]

[Signature]

Anna James

12 January 2021

Mr. Geller

Editor in Chief

Buffay Magazine

Dear Mr. Geller,

Please accept this letter as formal my notification that as of February 22, I will be resigning my position as Junior Editor, which I have been performing at this company since October 18, 2019.

I was recently offered a new position, at a New York based marketing agency which will bring me closer to my family and long-term professional goals.

I would like to use this letter to thank you for the trust you have placed in me during the time that I have been part of this company. The projects in which I have participated have always been rewarding and helped me become a more polished writer and editor.

I sincerely leave my doors open and hope you will feel free to contact me, should you want to collaborate once again in the future. Again, thank you for the opportunity, and I wish for the best for you and Buffay Magazine.

Respectfully,

Anna James