**Adney Adolf Aiken**

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

Please accept this formal letter of resignation from the position of affiliate manager in the company [XYZ] effective one month from today. My last day here will be 20th September.

I have decided to accept the job offer from another company. Taking this decision was not easy for me. I could decide it after a much consideration. Think it is a new challenge in my life and I will be able to grow.

Working for your company is no doubt a wonderful experience. I feel honored for being a part of your skilled and professional team. I appreciate the opportunities provided to me during my job. I am very grateful to you for all this. I hope that we will stay in touch in future. I wish you and your company best of luck in future.

Sincerely,

[Your Name]

Enclosure