**Adney Adolf Aiken**

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

Please accept my resignation from the position of advertising account manager. The last day of my employment will be August 23, 2018.

I have received an offer of working as a senior advertising account manager and after careful consideration, I have realized that this is a much better opportunity for me.

It has been a pleasure working with you and your staff over the last 10 years. I have learned a lot by working in your company. I wish your company for continued growth and success.

I would like to help you as much as possible to keep the system continue working smoothly after my departure. I'm also available for recruiting the replacement and training. I will complete all the pending work before my last day of work. Feel free to contact me whenever you need.

Sincerely,

[Your Name]

Enclosure