John Smith

CEO

ABC Corporation

30th December 2020

Dear Mr. Smith,

I am writing to inform you that I have decided to quit my job. I am resigning from my position as an Assistant Manager for ABC Corporation, effective January 15th, 2021.

I received a job offer as a Senior Manager at XYZ Company. After careful consideration, I have decided to take this opportunity and feel it is a better fit for my career moving forward.

It has been a great pleasure working with you. I have learned a lot during my time in this company and I appreciate all the effort you put into me. Thank you for the support and guidance that you have provided me for the past years.

I will be available for any assistance that you might need during and after the transition period. I will leave my contact information for any queries. You can even contact me after I have left.

Best regards,

John Gullies

[Signature]