

July 07, 2022

Adam Sandler
IT Department Director
XYZ Enterprise
Adress, New York, NY 12345

Dear Adam,

I am writing to let you know that I am resigning from my position as IT Project Manager with XYZ Enterprise, effective two weeks from this date. So, my last day of employment will be July 21, 2022. While I am regretful about leaving, I have recently decided to go back to school to pursue my passion for Interior Design.

Working with you and everyone else in the team has been a great experience. I have enjoyed all the special projects I undertook during my tenure, which allowed me to gain valuable skill sets in the industry. Everything I learned from you and the company has helped me grow both professionally and personally.

I will continue supporting XYZ Enterprise with the same high-quality work until my last employment day. In addition, I am very much willing to assist you with the transition process in any way possible before I leave. So, please don't hesitate to let me know if I can be of any help to you in training my replacement.

I hope we can stay in touch, and I wish you and the company the best.

Warm regards,
(Signature)
Jane Smith