**Formal Resignation Letter Sample**

Dear Mr. Robert,

I am writing to inform you that I will be resigning from my position as Accounts Manager at Zoom Pvt. Ltd. My last day of work will be January 15th, 2023.

I have accepted a new opportunity that I believe to be the right move for my career. I have thoroughly enjoyed my time at Zoom Pvt. Ltd. and have learned a great deal during my time here. I am grateful for the support and opportunities that have been provided to me during my employment.

I will try my best to ensure a smooth transition during my remaining time here. Please let me know if there is anything I can do to assist with the process.

Thank you for the support and guidance you have provided during my time at Zoom Pvt. Ltd. I will always look back on my time here with positive memories.

Sincerely,

Shaun Michaels