

Tiêu đề mail: Letter of resignation from [*tên bạn*].

Dear Mr/Mrs [*tên quản lý*],

I'm writing to give my formal notice that I'll be leaving my role as [*vị trí*] for [*tên công ty*] on [*ngày làm việc cuối cùng*].

I've recently received an offer to serve as [*vị trí mới*] at [*công ty mới*], and after careful consideration I'm excited to explore this new path in my career journey.

I'm incredibly grateful for the opportunities I've been provided working on [*phòng/ban mà bạn làm việc*] for the past [*số năm làm việc*] years. It's been a wonderful experience to work for such a great company.

Please let me know if I can be of any assistance during this transition. Thank you for all your guidance. I wish you all the best, and look forward to keeping in touch.

Sincerely,

[*Tên của bạn*]