[Mention the name of the sender]

[Mention the job title of the sender]

[Mention the full name of the entity]

[Mention the date]

To,

[Mention the full name of the recipient]

[Mention the job title of the recipient]

[Mention the full name of the entity]

Dear [Mention the full name of the recipient],

After a long time, I have decided to leave the [Mention the name of the company] due to [Mention the reason for resignation]. I worked for the [Mention the name of the company] for more than [Mention the time period], and it has been a great joy to work with this [Mention the name of the company].

With desolation, I am leaving the [Mention the name of the company]; it has been a great journey with all the members of the [Mention the name of the company]. And with sadness, I have to say goodbye, and I cherish many friendships with happiness.

All sweet memories are kept in my heart and become an asset; each and every corner is gratifying. My teammates are very encouraging and lovable.

I learned so many things from the [Mention the name of the company], and the circumstances that I had faced are all helpful for my future, and all the care & respect I have been showered with from my beloved co-associates are unforgettable.

For all the above things, somewhere I am broken, but it’s time to say a heart-warming goodbye. Thanks for all those things. I am seriously grateful to the [mention the name of the company] and the teammates.

Working as an illustrator has helped me gain experience in designing two-dimensional pictures. We work in many places such as the fashion designing department, magazines, medical manuals, websites, and technical and advertising.

The projects I worked on till now are very interesting and creative. Thanking you again for all the love and respect. May the [mention the name of the company] have all the success.

With regards,

[Mention the name of the sender with signature]

Illustrator at [Mention the name of the sender]

[Mention the mail ID or the contact number of the sender].