

[Tên bạn, ngày tháng năm viết đơn]

Dear Mr.Smith

Tiêu đề: Letter of resignation from John Lennon

I am writing this email to hereby tender my resignation from the position of staff accountant. My last day of employment will be September 22nd, 2018.

This decision has been very difficult for me since I have been working at ABX for almost 5 years. I've learned so many valuable things when working here, all of which I will take with me in the future. However, I decided that I need to find new challenge and opportunity to push my career growth.

From bottom of my heart, I would like to thank my managers and all of my colleagues for great support rendered to me during the last 5 years.

During the remaining time, I'll do everything possible to wrap up my duties. Please let me know if I can help assist new employees who will replace me in this position.

Thanking you in advance.

Sincerely,

John Lennon