Dear [employer’s name],

I am writing to inform you of my resignation from the position of [job title] at [company name]. My last day of work in this position will be [date]. I believe that this will give us plenty of time to recruit and effectively train a replacement for me.

As I care about making this transition as smooth as possible, I will remain committed to executing my tasks with the same dedication until my last day, so that the team’s workflow does not get interrupted.

Finally, I wanted to express my gratitude for everything I have learned and the great memories I formed during my time at [company name]. I want to wish you and everyone on the team nothing but success for the future.

It has been a pleasure working with you.

Sincerely,

[your name]