

# Resignation Letter

John Doe  
123 Main Street  
City, State, ZIP Code  
Email: johndoe@email.com  
Phone: (123) 456-7890

Date: October 4, 2023

Jane Smith  
Marketing Manager  
Company Name  
Company Address  
City, State, ZIP Code

Dear Jane,

I am writing to formally resign from my position as a Marketing Specialist at Company Name, effective two weeks from today, October 18, 2023.

This decision was not an easy one, but I believe it is essential for my personal and professional growth. I am grateful for the opportunities that I've had to learn and grow in this role, and I value the support and mentorship I've received from you and the team.

I will ensure a smooth transition of my responsibilities and am happy to assist in training my replacement during my remaining time.

Thank you once again for the wonderful experience at Company Name. I look forward to staying in touch and wish you and the team continued success.

Sincerely,

John Doe