Lynn Rodriguez  
123 Main Street  
Anytown, CA 12345  
555-555-5555  
lynn.rodriguez@email.com

May 14, 2021

Samuel Lee  
Director, Human Resources  
Acme Software  
123 Business Rd.  
Business City, NY 54321

Dear Mr. Lee,

I am writing to announce my resignation from Acme Software, effective May 28, 2021.

It was not an easy decision for me to make. The past five years have been very rewarding. I've enjoyed working for you and working on a very successful team dedicated to providing top-level customer service.

Thank you for the opportunities that you have provided me during my tenure with the company.

Please let me know if there is anything I can do to help our department to transition to my replacement. I wish you and the company the very best and hope we can keep in touch in the future.

Sincerely,

Your Signature (hard copy letter)

Lynn Rodriguez