To

John Michael

General Manager

ABB Associates,

420 Green view Road

New York

NY 10556

Date:

Subject: Resignation

Dear Mr. Michael,

This is to officially inform you that I am resigning from the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ effective two weeks from now.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2015 will be my last day of work in this company.

Though it was a difficult decision for me after a fruitful career at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the past seven years, I think it’s now time to move on. I have accepted a position as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in a renowned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_firm and I am sure that will help me further in my career growth.

I would like to thank you and the senior management for the wonderful opportunities provided to me during my tenure here. It was a rewarding experience to work here in the competent atmosphere and facing challenges along with my wonderful team mates.

I promise you all my support for a smooth transition of my job and responsibilities.

Appreciate your time in considering this matter.

Sincerely

Signature

Frank Jones