To,

Patrick Brown,

General Manager

XYZ Associates

255, River View Road, New York

Date: 9th October 2014

Subject: Resignation letter

Dear Mr. Brown,

I am writing this letter to inform you that I am resigning from the post of Assistant Programmer from your company. My last working day here will be 24/10/2014.

It has been a very enriching experience to work at XYZ Associates for the last three years.  I have learned a lot from you and my team mates and I would like to thank you for the support you provided during my tenure here.

I have completed all the current projects assigned to me and I assure a proper handover of duties to whoever fills in for me. I really appreciate the help and support provided to me by you and other members of the staff.

I wish you and the company the very best for all the future endeavours. If you have any additional queries you can reach me at phone 99 455 6789 or at email sally.Jones@email.com.

Sincerely

Signature

Sally Jones