**Dear Mr.Smith**

Letter of resignation from John Lennon

I am writing this email to hereby tender my resignation from the position of mechanical staff . My last day of employment will be September 22nd, 2018.

This decision has been very difficult for me since I have been working at ABX for almost 5

years. I’ve learned so many valuable things when working here, all of which I will take with me in the future. However, I decided that I need to find new challenge and opportunity to push my career growth.

From bottom of my heart, I would like to thank my managers and all of my colleagues for great support rendered to me during the last 5 years.

During the remaining time, I’ll do everything possible to wrap up my duties. Please let me know

if I can help assist new employees who will replace me in this position.

Thanking you in advance.

**Sincerely,**

**John Lennon**