

Resignation Email

To: alejandra.garcia@email.com

Subject: Notice of resignation

Dear Martina,

I hope you're doing well. I'm writing to notify you of my resignation from my position as [marketing coordinator](#). After much consideration, I've made the difficult decision to resign due to a job offer from another company. My last day with Corporate Strategies will be December 27, 2022.

I've greatly enjoyed my time working with Corporate Strategies for the past two years. I've learned how to implement successful marketing campaigns, which will assist me in my future endeavors. I will greatly miss my colleagues and want to express my appreciation for the support I received from the management team. Thank you so much for the opportunity to succeed in my position as marketing coordinator. I wish you the best and hope we can stay connected in the future.

Sincerely,

Niko Chen

