Dear Eric,

I am writing to inform you that I will be resigning from my Software Developer position at ONC. My last day of work will be Friday April 21st. I would like to thank you for having me as part of your team. I am proud to have worked for Ocean Networks Canada, and I appreciate the time and patience you have shown in training me.

I have learned a lot about system development and team work; these skills will serve me well in my career. Please acknowledge this letter as my official notice of resignation. I will do my best to ensure that all of my projects are completed and ensure a smooth transition. I have been fortunate to have been a part of ONC, and I wish you continued success.

Sincerely,

Nick Houghton