**Resignation Letter Sample**

Frances Jones  
17 Upper Road  
MainTown, CA 12345  
Phone: 555-321-4444  
Email: frances@company.com

[Date]

Ms. Linda Cruise  
CEO  
ONE Company  
23 Central St.  
San Francisco, CA 12345

Dear Ms Cruise,

Please accept this letter as notice of my resignation as HR manager. My last day of work will be [date].

I received an offer to work as a senior HR manager for a Fortune 500 firm, and after careful thinking, I've decided that this chance is too thrilling to pass up.

Over the last three years, it has been a pleasure to work with you and your team. Among the highlights of my career, I could mention working with you to automate ONE Company's recruiting, interviewing candidates, enforcing company policies, and setting up your leave management systems. Your company is primed for further expansion, and I wish you the best of luck with the business expansion.

I want to assist with transitioning my HR responsibilities so that business continues to run smoothly after my departure. I am available to assist in recruiting and training my replacement, and I will ensure that all reporting and records are up to date before my last day of work.

Joyce, once again, thank you for the opportunity to work at ONE Company. I wish you and your crew the best of luck and look forward to continuing in touch. You can reach me at frances@company.com or 555-321-4444 at any time.

Sincerely,

Frances Jones