

**Martha Smith**

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September 1, 2018

Jose Rodriguez  
Director, Human Resources  
Manufly  
123 Business Rd.  
Business City, NY 54321

Dear Mr. Rodriguez,

Please consider this my resignation letter from my position as HR Assistant at Manufly Communications, effective September 30th.

The past four years at Manufly have been incredible. I have enjoyed working here and feel that I am leaving with a great deal of experience. However, I have expressed my interest to move up the ladder many times over the years, and I see that this position does not have as much room for growth as I had originally anticipated. I feel that I need to move on and seek a position that allows for more responsibility and professional career growth.

Being your assistant has been very enjoyable over the last few years, but sadly I must move on in order to do what is best for me and my career. I hope to stay in touch and I want to thank you again for the time we shared together. I wish you all the best.

Sincerely,

Your Signature (hard copy letter)

Martha Smith