

Resignation Letter

To

Mary Edinburgh

Advanced Electronics

Dear Ms. Edinburgh,

I hereby submit my notice of departure from my current position as a Software Engineer, effective May 20.

This has been a difficult decision to make, but I know it is the right one for me and my family. I am deeply appreciative of the opportunity to serve Advanced Electronics for the past 4 years. During that time, I have had the opportunity to learn a great deal and develop skills that will come in handy in upcoming projects.

I hope you understand my decision to move on, and I am committed to helping ensure a smooth transition over the next few weeks. Please let me know what I can do to assist with that process.

Once again, thank you for all of your support over the years. I wish you and the company continued success in the future.

Sincerely,

James Brown