Your Name  
Your Address  
Your City, State Zip Code  
Your Phone Number  
Your Email

Date

Name  
Title  
Organization  
Address  
City, State Zip Code

Dear Mr./Ms. Last Name:

This letter is to officially inform you that I am resigning from the position of Digital Marketing Executive in Covent Technologies, effective from July 15, 2018.

It has been a great experience working with you and the entire team at  
Covent Technologies. Thank you for always been supportive and encouraging. I have enjoyed my working experience here, and am greatful for the opportunities you have given me in pursuing my professional growth objectives.

I am ready to make this transition as smooth as possible. Please let me know how can I be helpful throughout the process. I would love to train and handover my responsibilities to the replacement. I would be glad to help however I can.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name