Letter of Resignation

*Dear Ms. Harper,*

*This letter has been written to inform you of my resignation from my position as an Office clerk for Marley Financials on Jan 18.*

*Recently I have received an opportunity to work as a senior accountant at a small setup and after careful consideration I am excited to make this path a part of my career*

*I would like to express my appreciation for all the support and opportunities that Marley Financials has provided me with. These last four years have been a delightful work experience and I have thoroughly enjoyed contributing to Marley Financials’ mission.*

*If there is any way I can help during this transition, the please do not hesitate in letting me know. I’d be glad to stay in touch. Thank you and all the best.*

*Sincerely,*  
*Caroline.*