

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as Vice President of Marketing at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not come lightly, and I am grateful for the opportunities I have had during my time at [Company Name]. I have enjoyed working with such a talented team and contributing to the growth and success of our marketing efforts.

Please let me know how I can assist during the transition. I hope to leave my responsibilities in a good place for my successor.

Thank you once again for the opportunity to be a part of [Company Name].

I look forward to staying in touch and wish the company continued success.

Sincerely,

[Your Name]