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**Sophia Ramirez**  
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(512) 482-9932

**May 10, 2055**

**Mr. Jonathan Blake**  
Orion Innovations, Inc.  
7800 Techline Avenue  
Austin, TX 73301

**Subject:** Resignation Letter

Dear Mr. Blake,

I am writing to formally resign from my position as **Marketing Coordinator** at **Orion Innovations, Inc.**, effective **May 24, 2055**.

This was a difficult decision, as I have truly appreciated the opportunity to grow and learn with such a talented and forward-thinking team. Over the past four years, I’ve developed invaluable skills in digital strategy and campaign management that have shaped my professional journey.

To ensure a seamless transition, I will complete all ongoing projects and assist in training my replacement before my departure. Please let me know how else I can help during this period.

Thank you again for your support and leadership. I wish Orion Innovations continued success and growth in the years ahead.

Sincerely,  
**Sophia Ramirez**

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**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

**[Date]**

**[Supervisor’s Name]**  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

**Subject:** Resignation Letter

Dear [Supervisor’s Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter].

This decision was not made lightly, as I have greatly valued the opportunities for growth and the experience I have gained while working at [Company Name]. I appreciate the support, guidance, and collaboration I have received from you and my colleagues during my time here.

To ensure a smooth transition, I am committed to completing my current tasks and will gladly assist in training my replacement or handing over responsibilities as needed.

Thank you once again for the opportunity to be part of [Company Name]. I wish the company continued success in all its future endeavors.

Sincerely,  
**[Your Name]**