**Tiêu đề mail:** Resignation Letter from the post of [*vị trí*] from [*tên công ty bạn đang làm*].

Dear Mr/Mrs [tên quản lý],

As I informed you in our meeting last week, my last working day at [*tên công ty*] is [*ngày làm việc cuối*].

I have been extremely satisfied with my work at [*tên công ty*], working under your guidance has been a learning and an enjoyable experience. I thank you for your support and encouragement during these [*số năm làm việc*] years.

However, I feel that it is time for me to move on to new opportunities. This decision was not an easy one and it took a lot of consideration. I think this decision is in the best interests towards fulfilling my career goals. I want to do my best in completing my existing responsibilities and then ensuring a smooth transition.

Also, I would like to thank you again and all others for the help and guidance during all these years of my employment, and would like to extend my best wishes to the entire group.

Sincerely,

[*Tên của bạn*]