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

Dear Mr/Mrs [*tên quản lý*],

I would like to send this email to formally inform that I shall quit the job at company with the position [vị trí việc làm] for the reason [*lý do nghỉ việc*] The last working date shall be [*ngày cuối cùng làm việc*]. I am so sorry that I shall not work at the [*tên công t*y] in the next time.

I would like to show great thanks to the company that has created favorable conditions for me to work over the time. I feel so lucky to have chance to work with the friendly colleagues in the good working environment, at the same time, I am also grateful for the supports and facilitation from my manager and other colleagues so that I can finish all the works well. I have learned many new experiences and knowledge in the course of working at the company and all these experiences shall be on my way in the future career.

I will try my best to finish all the unfinished works in the last month when I am working here, at the same time, I shall guide and handover the works for the people who will take charge of me. Besides, you can inform me whatever I can help in the time of handing over the works.

I would like to send great thanks once again to you and company for trusting me over the last time.  I wish that company is always successful and I hope to keep in touch with the company in the future.

Best regards,

[*Tên của bạn*]