# MODELO DE CARTA DE RENUNCIA EN INGLES

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
  
[Recipient's Name]  
[Recipient's Position]  
[Company's Name]  
[Company's Address]  
[City, State ZIP Code]  
  
Dear [Recipient's Name],  
  
I am writing to formally resign from my position as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date of the letter].   
  
I have thoroughly enjoyed my time working at [Company's Name] and am grateful for the experiences and opportunities I have gained during my tenure. However, after careful consideration, I have decided to pursue a new career opportunity that aligns more closely with my long-term goals and aspirations.  
  
I would like to express my appreciation for the support and guidance provided by [Recipient's Name] throughout my time at [Company's Name]. I have learned a great deal under your leadership and will carry these lessons with me throughout my professional journey.  
  
During my notice period, I am committed to ensuring a smooth transition of my responsibilities. Please let me know if there are any specific tasks or projects that you would like me to prioritize before my departure.  
  
I am more than willing to assist in finding and training a suitable replacement for my position. Additionally, I am open to discussing the possibility of providing support remotely after my departure, if necessary, to ensure a seamless transition.  
  
I want to express my gratitude to the entire team at [Company's Name]. They have been instrumental in making my time here enjoyable and fulfilling. I will miss the camaraderie and collaboration that I have experienced within this organization.  
  
Thank you again for the opportunities and support provided during my time at [Company's Name]. I am confident that [Company's Name] will continue to thrive, and I will be rooting for its success from afar.  
  
Please let me know if there are any further details or paperwork required for my departure. I look forward to discussing the transition plan and finalizing any necessary formalities.  
  
Thank you once again for your understanding.  
  
Yours sincerely,  
  
[Your Name]