

Class: 5D

Name: Chan Hiu Yu

Topic: Resigning from the Position of Marketing Executive

Text Type: Resignation Letter

Dear Mr Wong

I am writing to inform you of my decision to resign from my position as Marketing Executive. I have given this decision a lot of thought. After my careful consideration, I have decided that it is the right time for me to further my studies so as to equip myself with more advanced skills to take my career to the next level.

I would like to express my heartfelt gratitude for the opportunity to be one of the members of the Marketing Department for the past 5 years. Thank you so much for giving me this precious chance; as a fresh graduate who did not have any work experience. This was a valuable opportunity to enter the workforce and begin my career. There are myriads of unforgettable memories of working with you, with the most memorable one being my first day of work. I was a different person who had no clue about what to do. You approached me and explained to me my job duties in detail with patience. You also gave me lots of encouragement. Thank you for the guidance that you have given me throughout my employment in this company. I was able to complete my work satisfactorily. Not only did your advice help sharpen my practical skills in devising marketing plans and researching and analyzing customers' interests, you, as my mentor, have enlightened me with your passionate attitude towards learning, arousing my interest in furthering my studies in the marketing field. Therefore, I could not thank you enough for your help with my career development.

Moreover, it has been such a great pleasure to work with the members of the department. The unlimited and powerful support they have given me has also helped me to surmount the hardships that I encountered. I cherish all the moments working with my considerate colleagues who once even bought me food and worked until midnight with me, even though they were not assigned to the job. They have also given me lots of advice on how to work in a more efficient way, which helped me to brush up on my professional skills, such as how to cater for the needs of our clients to customize a series of marketing plans.

Working here was truly one of the best times in my career and I will cherish every moment of this unforgettable experience. I hope I could still touch base with you and

other members of the department after I have left the company and have the chance to work with you all again in the future.

My last day of work will be 15 April 2019. Rest assured that I will assist with the transfer of my responsibility before I leave.

Once again, thank you very much from the bottom of my heart for having me as part of your team. I wish you all the best for the future.

Yours sincerely

Chan Hiu Yu, Sharon
Marketing Executive
Marketing Department