Bernard Jones

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March 28, 2022

Janice Lee

Manager

Truly and White

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee,

I am writing to announce my resignation from Truly and White, effective two weeks from today. I will always cherish my time here, and I’ve enjoyed working with you and the entire management team. However, this past week I was offered an opportunity to accept the job of my dreams.

Thank you for the opportunities you gave me at Truly and White. I learned so much while I was here, and I hope I have provided value to the company as well. I will be happy to assist with training a replacement and do anything else you might need to ensure a seamless transition.

Sincerely,

*Signature* (signature copy letter)

Bernard Jones