McKensie Dugas  
10 Sue Circle  
Millington, Utah 06040  
802-312-7890  
mckensiedugas@email.com

October 3, 2022

Cameron Agarwal  
Manager  
ABCD  
90 Kensington Square  
Park City, Utah 08421

Dear Mr. Agarwal,

Please accept this letter as notification that I am leaving my position with ABCD on October 14.

If I can be of assistance during this transition, please let me know.

Sincerely,

*Signature* (hard copy letter)

*﻿*Typed Name