

Ms. Stephanie Dean

09/19/14

100 Broadway Lane, New Parkland, CA 91010

Mrs. Charlene Trotter
Director, Human Resources
ABC Industries
201 Pine Street
New Parkland, CA 91010

Dear Ms. Trotter,

I am writing to provide you a 30 day notice of my resignation from my position as Executive Secretary with ABC Industries. My final day of work in this position will be Friday, October 17, 2014. I am leaving ABC Industries due to an impending move out of state. I have enjoyed my time here and will miss my co-workers greatly. I intend to take a hands-on role to assist in making the transition of replacing me as seamless as possible.

I am happy to help in the hiring search for my replacement and will continue to perform my usual duties for the remainder of my time here. In addition, I am willing to assist in training the new hire. Please feel free to contact me at (123) 456-7890 or at Stephanie@Dean.com.

Again, I have truly enjoyed working for such a wonderful company as ABC Industries. I thank you for your understanding in this matter and wish everyone here much success.

Best,

Stephanie Dean

Executive Secretary

ABC Industries