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August 1, 2018

Roger Lee
Sales Director
Atlantic Co.
123 Business Rd.
Business City, NY 54321

Dear Mr. Lee:

I am writing to inform you that I will be leaving Atlantic Co. in one month. Although I have so enjoyed working with you and working for the company, personal reasons necessitate that I vacate my position and focus on improving my situation at home.

My final day will be July 1st. Despite having to leave, I deeply appreciate the opportunities you've provided me with during my time as Online Sales Manager. I am very grateful for all of your assistance along the way.

I will do whatever necessary to ensure a smooth transition after I move on. I have several team members in mind who I believe would be strong candidates for a promotion to my position, or I would be happy to assist with the process of finding an external replacement. Please do not hesitate to be in touch about what I can do to help.

Once again, thank you so much for the opportunity to be a part of Atlantic Co. I do hope that we can stay in touch as business colleagues, and I look forward to working with you again in the future should the opportunity present itself. Many thanks for your understanding.

Sincerely,

Jennifer Lau (signature hard copy letter)

Jennifer Lau (typed name)