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September 1, 2018

Florence Lee  
Business Development Manager  
ACME Consultants  
123 Business Rd.  
Business City, NY 54321

Dear Ms. Lee:

I regret to inform you that I am resigning from my position here immediately as a Business Development Consultant for personal reasons. My last day will be tomorrow. I know this is unexpected, but am happy to assist you in the replacement process to help alleviate the transition.

I cannot thank you enough for the opportunities this company has provided me. Working here for the last five years has been incredibly instrumental in my personal growth, and I will never forget the colleagues and friends I have made here.

I will miss both the customers and the company alike very much.

If there is anything I can do to help make this transition easier, please let me know. I do not intend to inconvenience you with this news, and I hope you will accept my most sincere apologies in making June 1st my final day here.

If necessary, I can be available for phone and email inquiries from home on a limited basis for the weeks following my departure date.

Thank you so much for your understanding in this matter. I have loved my job, and I will look back on my time here with wonderful memories.

Sincerely,

Sheryl Lau