

Jacob Jones
123 Main Street
Anytown, CA 12345
555-555-5555
jacob.jones@email.com

September 1, 2018

Fred Lee
Director, Human Resources
Acme Industries
123 Business Rd.
Business City, NY 54321

Dear Mr. Lee,

I regret to inform you that I am resigning from my position as Marketing Manager for Acme Industries. My last day of employment will be November 15.

I will be working for a local non-profit organization and look forward to the new direction of my career, even though I will miss my work with you.

Thank you for the support and the opportunities that you have provided me during the last several years. I have enjoyed my tenure with the company. If I can do anything to help ease the transition for my colleagues, please let me know.

I wish you and the company all the best. I do hope our paths cross again in the future.

Sincerely,

Jacob Jones