

Jon Smith

14, Marine Estate
Johnson, IL
(555) 123-4567

July 21, 2011

Mr. Adam Schindler
ABC Corporation
123, Escort Street
Johnson, IL 41127

Dear Mr. Schindler:

This will confirm our discussion of <date> in which I advised you of my decision to resign from <company>. My <tenure> years at <company> have been an exciting and growing experience, but I feel the time has come to move on to new challenges.

I wish to thank you for your continued guidance, support, encouraging words and thoughts over the past <tenure>. It is due to the experience I gained here that I am now able to pursue this opportunity.

Thank you again. It has been a pleasure being a part of your team.

Sincerely,

Jon Smith