

**Jon Smith**

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

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July 21, 2011

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

Dear Mr. Schindler:

Working with <company> has truly been a tremendous opportunity. Your progressive employee training and development program has brought me professional growth and given me valuable experiences. I hope in the time I have been here, I have equally been able to contribute to <company's> goals and objectives. I feel, however, that the time has come for me to move on.

I have accepted an offer with <company>. Please understand that my decision has nothing to do with the exceptional opportunity you have provided for me here. <Company> has been an exciting and stimulating place to work, and I genuinely appreciate all of your support and help with my responsibilities.

In order to continue our positive relationship, I want to assure you that I wish to be as helpful as possible in this transition and in the shift of responsibilities to my new replacement.

Sincerely,

Jon Smith