

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:

I have spent <duration> rewarding years with <company> in which I have certainly learned and grown a great deal. I believe that I have been able to contribute to a variety of _____ situations and I appreciate the opportunity <company> has given me. It is truly with much regret that I must extend my letter of resignation at this time.

Although the latest possible date for me to leave is <date>, I am more than willing to set up a consulting agreement to continue working in a part-time manner with <company>.

I would like to express my sincere appreciation to you and the entire staff for your support, understanding, patience, cooperation, and encouragement. I will always remember my time at <company> for the personal growth it afforded me and for the numerous friendships I made.

Sincerely,

Jon Smith