

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:

With <company's> current decision to downsize, as you know my position is being eliminated at this time. I appreciate the help and assistance you have given me to explore new job opportunities and to find new employment. It is with pleasure that I wish to inform you that my search has been successful.

During the next two weeks, I am willing to help in any way that I can to facilitate a smooth transition for all concerned.

Thank you for your understanding and patience under these extreme circumstances.

Sincerely,

Jon Smith