

Isabel Lee

123 Main Street, Anytown, CA 12345 · 555-555-5555 · isabel.lee@email.com

September 15, 2018

Keith Lau
Director, Human Resources
Acme Office Supplies
123 Business Rd.
Business City, NY 54321

Dear Mr. Lau,

The purpose of this resignation letter is to inform you that I will be leaving my position with Acme Office Supplies, effective two weeks from now on October 1. I will be relocating to the New York City metropolitan area in the near future.

I have appreciated both being part of the human resources team and the opportunities that have been provided to me during the last several years. It has been a pleasure to work within the supportive, stimulating environment of our department, and I will truly miss the friends that I have made here.

Please let me know if I can be of assistance during the transition. You can reach me at the above address if you have any questions or need any further information.

Sincerely,

Your Signature (hard copy letter)

Isabel Lee

Isaiah Smith

123 Main Street, Anytown, CA 12345 · 555-555-5555 · isaiah.lee@email.com

September 1, 2018

Alice Rodriguez
Director, Human Resources
Capital Inc.
123 Business Rd.
Business City, NY 54321

Dear Ms. Rodriguez,

Please consider this letter as formal notification of my resignation from Capital Inc., effective September 15, 2018. I will be relocating to Seattle, WA in the spring in order to be closer to my family.

Any written correspondence can be mailed to me in care of Isaiah Smith, 56 Main St., Seattle, WA 98101, until further notice.

Thank you for all the opportunities and experiences I have gained while at Capital Inc.

I have enjoyed being a part of the marketing team, and wish you all the best. If there is anything I can do to help with your transition to my replacement, please let me know.

Sincerely,

Isaiah Smith