

Jason F. Sykes  
100 Broadway Lane  
New Parkland, CA 91010

To Jordan E. Snow  
Manager, HR  
West Coast Corporation  
300 Pine Drive  
New Parkland, CA 91010

September 19, 2014

Dear Ms. Snow,

This letter is to inform you of my one week notice of resignation from my position as Sales Coordinator with West Coast Corporation. The reason for such short notice is that I have been offered another job opportunity with a required start date of September 29, 2014. Therefore, my last day of work here will be Friday, September 26, 2014. Please consider this my official one week notice resignation letter.

I do apologize for any inconvenience this may cause your or my colleagues. However, I will do all that I can to ensure that my current projects are completed or assigned to capable co-workers for completion prior to my departure. Should you require any further assistance, I can be reached at (555)555-5555 or [jason@sykes.com](mailto:jason@sykes.com).

My time here at West Coast Corporation has been an invaluable learning experience. I am in debt to all with whom I have worked and wish everyone at West Coast Corporation the greatest success in the future. Thank you so much for your attention to this matter.

Sincerely,

Jason Sykes  
Sales Coordinator