September 12, 2024  
  
Leray Rinne  
Operations Manager  
Geo-Instruments  
24 Celestial Drive  
Narragansett, RI 02882   
  
  
Please accept this letter of resignation from the position of Project Coordinator, effective two weeks from today. My last day at Geo-Instruments will be Friday September 23,2024.  
  
I have accepted a position with another company that will further my growth and development in my career. I have enjoyed working at Geo and will miss my colleagues. However, this new position is more in-tune with my skill set.

During the next two weeks, I am willing to help you in any way to make the transition as smooth as possible. Please let me know if there is anything specific that you would like me to do.  
  
Again, it has been a pleasure working as a part of this team.  
  
Best regards,

Dan Edens