

## Jane Roberts

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March 1, 20XX

Mr. Jason Gonzalez  
Manager  
ABC Corp  
987 Main Street  
Middleburg, MA 02100

Dear Mr. Gonzalez,

I'm writing today to give my resignation and let you know that my last day with ABC Corp will be March 16, 20XX.

I've enjoyed my time here at the company immensely and will miss working with the team. I'm so grateful to have had the chance to work with you all, and I know the skills I've learned over the past five years will serve me well in my new adventure.

Please let me know what I can do to ease the transition. I'm happy to help train my replacement, and can also provide a quick cheat sheet to the client list for anyone who's taking over my duties on a temporary basis.

Thanks again for everything.

Best,

Jane Roberts