Date: December 13, 2016

Subject: Letter of Resignation

Dear Jack,

I’m writing this to announce my resignation from Barnes and Noble, effective two weeks from this date. This decision was certainly not an easy one to make. As the past year and a half has been very rewarding and I’ve enjoyed the time spent, friends, and connections I’ve made at B & N.

I’m grateful for the opportunity I have been given to work with everyone, as it has been nothing but a pleasure. I wish you and the rest of the Barnes & Noble family the best.

Sincerely,

Zach Zuniga