Cameron Jones

207 Regent Street,  
London,  
W1B 2AP

December 17, 2019

Cameron Jones

Account Manager

Dear Ms. Cameron Jones,

I am writing to inform you of my resignation from Roberts Media Group as the Account Coordinator, effective two weeks from the current date.

I appreciate all the support, encouragement and motivation I've received during my time in this position. I have decided to pursue a position where I can apply more of my team building and leadership skills. Over the next two weeks, I will continue to dedicate my time toward finishing the rest of my projects and will provide any necessary training to ease the transition process.

Thank you again for the support you've given me and thank you for taking the time to read this. If you would like to schedule a meeting to discuss this further, I would be happy to talk when you are free.

Sincerely,

Avery May

Schedule to complete them all